

Athens Township Authority
January 10, 2011

Meeting was called to order by Dr. Patrick Musto at 5:30 p.m. Members also present were Bob Blauvelt, Terry Depew, Terry Cockcroft and Jack Walter.

No citizens were present to be heard

Motion by Walter, seconded by Depew to approve the minutes of the December 20, 2010 minutes as written. Motion was unanimous.

FINANCIAL

The following bills were reviewed and approved for payment. Motion was made by Walter, seconded by Depew to approve the payment of the bills that total \$81,364.46. Motion was unanimous.

Amex	\$940.00
Aqua Pa. Water	\$72.47
Chamber Choice	\$645.57
Gannon Associates	\$1,546.00
Horn's True Value	\$24.46
Line Systems	\$337.34
Penelec	\$1,052.71
PennVest	\$23,687.33
Quill	\$52.46
Sweetland Engineering & Associates	\$3,329.99
Tioga State Bank	\$363.55
Valley Energy	\$112.20
Valley Flower Shop	\$57.00
Valley Joint Sewer Authority	<u>\$49,143.38</u>
TOTAL	\$81,364.46

The Authorities laser printer broke today. It is about 15 years old and non repairable. A new computer and printer were put in the budget for this year to purchase. A price was received for a new system and printer. Secretary is still waiting for another quote on the computer but was able to find the cheapest price for a HP laser printer through TigerDirect \$565.00. This includes an ink cartridge and connection cable. Motion by Walter, seconded by Dr. Musto to approve the purchase of the printer through TigerDirect. Motion was unanimous.

LEGAL

Attorney Smith was not present. A letter was sent from Dave Sweetland with Sweetland Engineering to Attorney Smith regarding the Road C project. There is a variety of legal documents that ATA needs to sign and adopt for reimbursement for the project of relocating our sewer lines for the road. There also is an easement needed for the Authorities property that was sold to the Township.

Nomac Housing paid their tap in fee of \$37,500.

Dr. Musto also stated that Mark Lundquist almost has all his information received to set up a meeting with the Supervisors and the Authority.

OLD BUSINESS

Gas meter – Blauvelt stated he is contact Tyler Equipment for the gas meter because the company that he was going to buy the meter from back in October only services to the Canton/Troy area, and we would have to take the meter to his area for service if it was needed. He also stated that MSA, which was the type of meter it was, is recalling their meters. He stated he would set up meeting next week with someone from Tyler Equipment.

Jeff Paul has not returned calls to schedule the repair up to the QEE pump station.

The generator for the video equipment was to be purchased from Home Depot in Ithaca, but Blauvelt was able to find one cheaper at Tractor Supply, but they didn't have any and received a rain check and Blauvelt stated that it is in, but he has to pick it up.

OTHER BUSINESS

An email was received last Friday from Athens Borough asking ATA to check Grace's Restaurant to make sure they are pumping their grease tanks, because they notices more grease then normal in the Longway pump station.

MAINTENANCE

Blauvelt stated, for information only, that they have noticed a black oil substances at pump station #6 (Mills Pride) and believed to be maybe from laundry of the Nomac man camp. He stated he doesn't believe it is a problem, just wondering what it is, and if it is harmful to the maintenance personnel.

Dr. Musto stated he spoke with Dave Sweetland and they have a proposal to ATA for the construction and engineering of a comminator at Pump Station #1 for next meeting.

Meeting recessed into executive session at 6:02 p.m. for personnel matters. Meeting reconvened at 7:14PM. Motion by Walters, seconded by Cockcroft directing the Chairman to send a letter to Mr. Teeter outlining the terms of his 2011 employment agreement. Motion was unanimous. Mr. Cockcroft made a motion to adjourn, seconded by Mr. Walters which was unanimously approved. The meeting was adjourned at 7:20PM.

Respectfully submitted,

Valerie L. Huckabee, Sec.

Athens Township Authority
February 28, 2011

Meeting was called to order at 5:30 p.m. by Chairman, Dr. Patrick Musto. Members also present were Jack Walter, Terry Cockcroft and Bob Blauvelt. Also attending was Attorney Mark Smith, employee Al Teeter and wife, and John Belyea of Larsen Design.

Motion by Cockcroft, seconded by Walter to approve the minutes of the January 10, 2011 meeting as presented. Motion was unanimous.

FINANCAL

The following bills were reviewed. Motion by Walter, seconded by Blauvelt to approve the payment of the bills as presented.

Aqua Pa. Water	\$426.81
Athens Borough Council	\$1,454.96
ATA-Lake Macham	\$695.50
Austin's excavating	\$180.00
C & N Bank	\$38,639.07
Coyne Textile	\$201.06
Data Management & Reporting	\$188.00
Friedman Electric	\$8.79
Gannon Associates	\$987.00
Horn's True Value	\$8.99
ICC – Chamber Choice	\$645.51
Kai Pan Consulting	\$85.00
Kingsley Power System	\$1,490.00
Line Systems	\$708.50
Niemiec, Smith & Pellingier	\$893.00
Pa. One Call Systems, Inc.	\$2.55
Penelec	\$2,422.67
PennVest	\$23,687.33
Pitney Bowes	\$367.74
South Waverly Borough	\$4,591.35
Susquehanna Software, Inc.	\$680.00
Sweetland Engineering & Associates	\$5,535.22
The Morning Times	\$38.36
The UPS Store	\$8.12
TigerDirect	\$563.19
Valley Energy	\$702.64
Valley Joint Sewer Authority	<u>\$480.00</u>
TOTAL	\$85,691.36

Secretary Huckabee presented 2 quotes for a new computer system. Kai Pan Consulting is an onsite service, Dell computer, monitor and software, set-up and clone old system to new for \$1,304.00. TigerDirect is HP Compaq, smaller system, no on site service and no cloning old system for 1,025.95 – Kai Pan can clone old to new for \$255.00 making quote \$1,280.95. Motion by Blauvelt, seconded by Walter to approve the purchase of the new computer system through Kai Pan Consulting. Motion was unanimous.

Pump station #1 has a pump that is receiving a pump seal failure alarm. The pump is still running, but there is not a spare pump to replace. Cost of a new 15 HP Myers pump is \$6,152. When the new one is received, the old one will be sent out for repair and that will become a spare for the station. Motion by Walter, seconded by Blauvelt to purchase the new spare pump for \$6,152.00. Motion was unanimous.

ENGINEERING

The review of proposed Chesapeake Athens Office Complex was completed by Sweetland Engineering that was submitted on 2/9/11. The following items will need changed and resubmitted to ATA for further review.

SEA reviewed the capacity chart of the Wilawana service area to pump station #6. It appears that you have approved significantly more EDU's than are presently being used. Once these flows come on line the pump station will be very near capacity. I believe it is in your best interest for us to verify what has been promised and advise accordingly. The Authority needs to come up with a policy on reserving EDU's and how future expansion of your system will be funded.

Sweetland Engineering has performed an initial review of the proposed Chesapeake Athens Office Complex that will connect to the Athens Township Authority (ATA) Sanitary Collection System. The plans submitted are Land Development Plans, and were prepared by Larson Design Group last revised 2/09/2011. We have the following comments:

1. It is unclear whether the proposed 8" sanitary sewer mains and fiberglass pump station are to remain in private ownership. The title of the plans "Sanitary Sewer Addition to Athens Township Authority from Chesapeake Athens Office Complex" would seem to indicate they want it to be public. Sweetland Engineering would not recommend the Authority take over the system. This system is only to serve this development.
2. Plans should be dated.
3. Plan Sheet S-1, Sewer Plan and Profile – Phase 1
 - Lateral Stationing needs corrected
 - CHK-12-1 Stationing needs corrected; stationing should be 0+00 at manhole CHK-12-1 and run upgrade as the main line does.
4. Plan Sheet S-2, Sewer Plan and Profile – Phase 2
 - Lateral Stationing needs corrected
5. Plan Sheet S-3, Sewer Plan and Profile – Phase 3 & 4
 - Lateral stationing needs corrected
 - CHK 1-1 stationing needs corrected
 - CHK 1-1 invert -0.33 needs removed
6. Plan Sheet S-4, Sewer Plan and Profile – Force Main
 - Has permission been given for the proposed 2" force main to utilize Athens Township Authorities easement?
 - Force main to be a minimum of 4' depth
 - Existing water line and force main profile to be shown on plan.
 - Existing manhole station and invert of force main to be shown
 - Note on plan: Difference should be Distance.

- Should there be an air release at the high point in the system.
 - Existing manhole to be numbered utilizing Athens Township Authorities numbers.
 - Detail required for connection to existing manhole.
7. Plan Sheet S-5, Sewer Plan and Profile – Phase 1 & 2 Laterals
 - Lateral Stationing to be corrected.
 8. Plan Sheet S-6, Sewer Plan and Profile – Phase 3 & 4 Laterals
 - Lateral Stationing to be corrected.
 9. Plan Sheet S-8, Main Details
 - Project Narrative; second paragraph 8th line. Should be 6" force main not 4" force main.
 - Detail #3 Sanitary Clean Out, Solvent weld note should be removed, no glued joints below grade.
 - Detail #4 Sanitary Sewer Manhole Frame and Cover; should be 30" opening not 24".

John Belyea of Larsen Design stated he assumes ATA will take ownership of pump station, sewer line and forcemain. They are also requesting to place the force main in the easement area of our sewer force main and water line. It is a 30' easement. The easement paper work needs to be reviewed to see if this can be allowed. Larsen will make the changes and resubmit. A letter will be written to Larsen stating ATA will not take ownership of pump station and sewer line and will not be responsible for sewer line in easement area if allowed.

SEA sent a letter to Chairman Musto regarding Road C. They have completed the design for the both the relocated gravity sewer and force main systems. Plans were prepared in accordance with PennDOT design manual 3 drawing standards. SEA prepared construction specifications in accordance with PennDOT publication 408 and extracted material quantities for the design drawings. The design drawings construction specifications and material quantities were provided to Larson Group on Feb. 14, 2011. PennDot will review drawings and provide comments.

They also provided easement and deed documentation of record to Attorney Smith office for his review. SEA believes with the deed and easements, ATA can construct the relocated sewer lines without having to obtain additional easements or property. The letter received was given to Secretary Huckabee for the office file.

A proposal from SEA for the design of comminator for pump station #1 was received. Quote for engineering is about \$13,810.00. Total estimated price for entire project is \$86,000. Motion by Walter, seconded by Cockcroft to approve the contract with Sweetland Engineering for the comminator project. Motion was unanimous.

LEGAL

Attorney Smith reported on a few collection accounts. We filed on the judgment with Heath Lee and will start garnishment on the bank accounts. Kay Bennett promised to pay \$50 a month and paid \$100 in December for November and December. Nothing for January or February. Attorney Smith will write her a letter and see if she will react. Brian Butville is paying the \$150 a month but is not paying the current sewer fee of \$130.00. Attorney Smith will write him a letter also. David Bunt paid, but still has not connected. A letter will be written to him

asking for the information of his contractor to connect the sewer. The sheriff sale on his property has been delayed till April.

The refinancing of our loans is still being worked on by Mark Lindquist. He has tried to set up meeting with Athens Township Supervisors but with the weather recently, he has not been able to make the appointments.

A right of way agreement with Appalachia Midstream Services, LLC. was received with the revisions requested by Attorney Smith. They will pay \$100 sign option and if they construct a pipeline we will be paid \$6,500 per acre of disturbed ground. Motion by Blauvelt, seconded by Walter to approve the agreement with Appalachia Midstream Services. Motion was unanimous.

A letter was received from Athens Borough regarding the pump station agreement. A meeting will be held with Bob Blauvelt and Dr. Muston and Attorney Smith on Wednesday the 9th after 12:30 sometime to review their answers and requests.

OTHER BUSINESS

A letter was received from Aqua Pa. Water regarding installation and testing of the backflow prevention devices. Bob Blauvelt will contact the water company to find out why we have to install these at 2 of our pump stations.

Meeting recessed into executive session for personnel reason at 6:40 p.m. Meeting reconvened at 7:47 p.m. Motion by Cockcroft, seconded by Blauvelt to have a special meeting on Monday, March 7, 2011 at 5:30 p.m. to finalize the employment agreement for Alston Teeter.

No further business, meeting adjourned at 7:49 p.m.

Respectfully submitted,

Valerie L. Luckabee

Secretary

Athens Township Authority

March 7, 2011

Meeting was called to order by Chairman, Dr. Patrick Musto at 5:30 p.m. Members also present were Terry Cockcroft, Jack Walter and Bob Blauvelt.

Meeting recessed into executive session at 5:31 p.m. for personnel issues. Meeting reconvened at 6:31 p.m.

Motion by Walter, seconded by Musto to withdraw contract offer to Mr. Al Teeter and hire Mr. Bob Blauvelt, full time, at his current wage rate effective March 25, 2011. Vote was called. Walters- yes, Cockcroft – no, Musto – yes and Blauvelt – abstain.

Motion by Walter, seconded by Blauvelt to adjourn meeting at 6:35 p.m.

Respectfully submitted,

Chairman Dr. Patrick Musto

Athens Township Authority

3/21/11

Meeting was called to order by Chairman, Dr. Patrick Musto at 5:30 p.m. Members present were Bob Blauvelt, Terry Cockcroft, Terry Depew, and Jack Walter. Guests were Vincent Desisti, Attorney Melissa Keefe, John Belyea with Larsen Design, Bill Cotton of Athens Borough Council, Christine Vough and Mark Lindquist.

CITIZENS

Attorney Keefe state Mr. Desisti owns trailer court on Elmira Street with 37 lots. In the early 1990's, Desisti paid \$600 for each of the 37 lots for tap in fees. About 4 years late he disconnected 6 lots from the sewer by capping the pipe above ground, nothing was done underground and no pipes were removed. Mr. Desisti is requesting permission to re-connect the six lots to the sewer as the lots are rented, without paying any further tap in fees. Desisti paid for 10 disconnect in March of 2007. The court is being charged for 27 EDU's. Desisti stated he would connect all 10 at one time so we get all 10 EDU's at once. ATA rule is if you disconnect, you have to pay the current tap in fee to reconnect, which is \$1,500. Cockcroft stated we need the EDU's. Discussion followed. Motion by Blauvelt, seconded by Depew to adopt resolution for these conditions. If someone wants to reconnect they have to pay 50% of the original tap in fee per EDU. Motion was unanimous.

John Belyea of Larsen Design presented a new diagram of the sewer location for Chesapeake Northeast Training facility located on the airport property land. The line will still continue to be place in the original north easement of the property, but flow into the manhole located on Lamoka Road, that the Nomac housing facility discharges into. Phase 1 of the development will be gravity and then the other 3 phases will use individual grinder pump systems, connected to a main line that will then discharge into the gravity manhole of Phase 1. Larsen requested the Authority to sign the DEP module 3 paperwork. The same amount of EDU'S will stay the same as previously requested, 33. Cockcroft stated to Larsen that ATA will not and does not accept any storm water of any kind and also no floor drains can be installed into the line. Motion was made by Walter, seconded by Cockcroft to authorize Dr. Musto to sign the Sewage Module 3 for 33 EDU'S, guaranteed for 3 years at which time Chesapeake with have to pay a Reservation Capacity Fee for the any unused EDU's if the entire development isn't built yet. Motion was unanimous.

Bill Cotton of Athens Borough attended the meeting regarding a massive amount of flow that came from Greenes Landing on the 9th and 10th of March. Also, Cotton wanted to know, who runs the show, who do they contact. Cotton stated that Athens Borough has a smoke machine that they used and found a lot of I & I problems. Cotton offered it the Authority for their use to help find the problems in Greenes Landing area. Also, Cotton stated there is a some grease coming from our line, which he thought was coming from The Barge and Tioga Point, but he was told neither are connected the sewer line, so it would not come from them.

Mott's Restaurant will have to be looked into for the grease situation. Cotton stated also during the time of the water problem, Austin's was pumping the truck into the manhole prior to the plant, which is in Athens Borough and no one was contacted for permission, nor any safety equipment was put up for the area they were pumping into. Cotton also stated they have asked for flow charts and not received any. Huckabee stated she was not given permission to give them out and also stated that today ATA received a formal, Right to Know request from Mr. Hal Smith for the flow chart of March 11 to the 17th. Cotton stated that the Longway pump station is going to have to be cleaned because the grease problem again. Cockcroft stated we will check out side to see what has gone on with Grace's and Beeman's. Cotton thanked the board for our time and left the meeting. Huckabee stated she has not received any flow charts since January 11, 2011. Blauvelt said he has them in his truck and will turn them in.

Mark Lindquist was present to update us on the refinancing of our bonds. By refinancing, ATA should hopefully not have to raise rates when the VJSA bond comes into effect and our debt would be paid off in 20 years. Lindquist stated he would have exact figures next meeting and just needed our blessing to continue. 1st Citizens Bank and Citizens & Northern will be the leaders. ATA is looking at about 2,150,000 for refinancing. Motions by Walter, seconded by Cockcroft to have Mark Lindquist continue with the refinancing. Motion was unanimous.

MINUTES

The minutes of March 7, 2011 was reviewed. Cockcroft stated the board had discussed different items, like pay, holidays, insurance, and benefits for the full time employee. Dr. Musto stated it was done in executive session. Motion by Depew, seconded by Walter to approve the minutes of the March 7, 2011 meetings as presented by Dr. Patrick Musto. Motion was unanimous. The February 28, 2011 minutes were reviewed. Motion by Blauvelt, seconded by Depew, to approve the minutes as presented. Motion was unanimous.

FINANCIAL

The following bills were presented for payment. Cockcroft spoke about the payroll that had been submitted. He stated the payroll time sheets need some more detail as to the work being doing. Cockcroft asked for an executive session. Meeting recessed into executive session at 6:40 p.m. for personnel matters. Meeting reconvened at 7:08 p.m. Motion by Walter, seconded by Depew to approve the payment of the bills as presented. Motion was unanimous.

Aqua Pa. Water Co.	\$210.46
Austin's Excavating	\$270.00
Coyne Textile Services	\$89.36
Gannon Associates	\$851.00
Kai Pan Consulting	\$1,466.94
Kinsley Power Systems	\$554.00
Niemiec, Smith & Pellingier	\$372.00
Pa. One Call Systems, Inc.	\$2.55
Penelec	\$1,875.36

PennVest	\$23,687.33
South Waverly Borough	\$63.89
The UPS Store	\$8.45
Valley Energy	<u>\$370.65</u>
TOTAL	\$29,821.99

OPERATOR'S REPORT

Blauvelt reported that he spoke with Joe Rosati on Friday regarding install the new pump at P. S.#1. He stated he would get back with Blauvelt on a time to install it. Blauvelt stated the video camera system is in the garage at the Valley Joint Sewer Authority for storage. He also stated the new pump was delivered down there. He will go down and have them load it on his truck when Rosati is available to install it. Blauvelt stated that Al Teeter turned in all things for the Authority. Huckabee asked about the condition of the McDuffee Street pump station and if Rosati was done with the work there. Blauvelt stated the grand fault burnt out and Rosati by-passed it and said it isn't needed anyway. P. S. #6, by Camco, leaks and Blauvelt stated he has names of 2 companies to fix them that he can contact. A list of unfinished items was asked about to be updated. The generator that was approved to be purchase in October 2010 for the Video Equipment hasn't been purchased yet, but he said Tractor Supply has it and just needs to be picked up and purchased. The Gas Meter that was supposed to be purchased back in October, Blauvelt is going to contact a company in Elmira about one. The one approved last year, he states is not legal anymore. Blauvelt called Myers Lock Smith 3 times today for the padlocks that were ordered last summer from Myers Lock Smith. The locks were to be keyed to the exact locks we have now. When received, we will put them on the video camera doors and give Dr. Musto his back that he purchased. The as built drawings for CVS that was given to Blauvelt still needs copied and a set turned into the office. Blauvelt stated he will take them to UPS Store and have them copied. Cockcroft stated while they were out looking at a water problem that a resident stated ATA created when the sewer line was placed across the airport property and 3 manholes on the east side of the pump station is in a ditch and water is running over top of them. Musto will contact Sweetland to have them look at them to see what we can do to raise them.

Musto stated he will get with Blauvelt sometime next week to come up with a contact for his employment. Musto asked how soon before we can do something in Greenes Landing to find the I & I problems. Blauvelt said he can't answer that, maybe ask Athens Borough for some help with the smoke machine. Cockcroft stated try Hickory Heights first.

LEGAL

Attorney Smith and Dr. Musto met to review the comments of the Athens Borough comments for the agreement between them and ATA. Smith has the list narrowed down and wrote Athens Borough back with the revisions. ATA has a judgment against Health Lee and Attorney Smith wrote the banks and is waiting for their responds to garnish and freeze the any bank accounts of Lee's. The Bennett collection is paid in full.

OTHER BUSINESS

A letter was received from Assist. Zoning Office for Athens Township stating that ATA has to put a number on the Old Tioga Pump Station. We will place it on the fence to the building, as we cannot get in fence right now.

On Teeter's last payroll, he wrote down the vacation, sick and personnel days for 2011 to be paid. Dr. Musto told Huckabee to process the hours worked and ATA would have to discuss the rest at this meeting. Teeter stated he would have 120 hours vacation, 32 personal hours and 48 sick hours. Discussion followed. Motion by Cockcroft, seconded by Walter to pro-rate for 1st quarter, 2011 and have him sign a release of all claims against the Authority. Motion was unanimous. Attorney Smith was instructed to write up the release so he can sign it when the check is done. Vote was carried with Blauvelt abstaining. Blauvelt signed a Conflict of Interest Abstention memorandum stating "conflict of interest" as his reason.

No further business, motion was made by Cockcroft, seconded by Depew to adjourn meeting at 8:05 p.m.

Respectfully submitted,

Valerie L. Huckabee

Secretary

CONFLICT OF INTEREST
ABSTENTION MEMORANDUM

TO: ATA Secretary

FROM: Bob Blauvelt board member

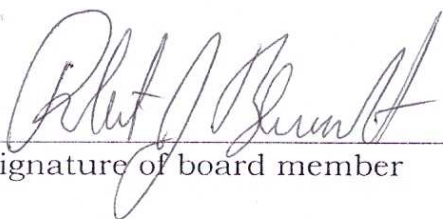
DATE: 3/21/11

Pursuant to Pennsylvania "Public Official and Employee Ethics Law" I hereby declare that I am required to abstain regarding the following issue/motion:

Payment of vacation, sick + personnel
wages to Alston Teeter.

My conflict/reason for abstaining is as follows:

conflict of interest.


Signature of board member

Athens Township Authority
April 18, 2011

Meeting was called to order by Chairman Pat Musto at 5:30 p.m. Members also present were Bob Blauvelt and Terry Depew.

Motion by Depew, seconded by Blauvelt to approve the minutes of the March 21, 2011 minutes as written. Motion was unanimous.

FINANCIAL

The following bills were reviewed for payment. Motion by Blauvelt, seconded by Depew to approve the payment of the present bills. Motion was unanimous.

Athens Borough	\$2,107.79
Austin's Excavating	\$90.00
Coyne Textile Service	\$89.36
Gannon Associates, Inc.	\$884.00
Niemiec, Smith & Pellingier	\$818.00
Penelec	\$2,326.67
PennVest	\$23,687.33
Pitney Bowes	\$166.82
Purchase Bowes	\$800.00
Sweetland Engineering & Associates	\$7,324.00
The Morning Times	\$19.64
The UPS Store	\$16.39
Valley Energy	\$78.11
Valley Joint Sewer Authority	<u>\$400.00</u>
TOTAL	\$38,808.11

Mark Lindquist, Stevens & Lee, presented proposals for bond refinancing from C & N Bank and 1st Citizens National Bank. Mark explained all scenarios are received. Discussion followed. Mark's recommendation is 1st Citizens National Bank with a maximum yield of 3.4833% over a 20 year period. Motion by Musto, seconded by Blauvelt to accept the offer from 1st Citizens National Bank as presented by Mark Lindquist. Motion was carried with Depew abstaining, due to being an employee of bidding agent with C & N Bank. Motion was then made by Musto, seconded by Blauvelt to accept the resolution to accept the commitment letter and authorizes and directs the appropriate officers to execute and to take any and all action which may be necessary, on behalf of ATA, for approval and acceptance and to issue the bond. Motion was carried with Depew abstaining, due to being an employee of the bidding agent with C & N Bank.

LEGAL

Dr. Musto stated that the board met with Athens Borough regarding the Borough/ATA agreement and worked everything out between the two. He stated that Athens Borough was going to forward the information to their attorney to write agreement, Athens Borough will review it and forward to ATA for review and approval. Smith stated a letter was written to delinquent account Butville stating he had to pay \$150 a month, plus the quarterly fee billed each quarter. ATA did receive the quarterly bill payment also this month.

Bunt still has not connected to the sewer. Smith is going to check to see when the Sheriff's sale is scheduled and write Bunt telling him will proceed with the sale if he isn't connected by that date. Smith asked if Teeter signed the final hold harmless agreement, and he has not. Huckabee stated she spoke with him and he stated he has not been advised to sign it yet.

ENGINEER REPORT

Dave Sweetland presented a draft of the plan for installation of the muffin monster. Discussion followed how the monster would be placed in well. He also stated he looked at King Lane regarding possible water problem with the manholes in the ditch – but the manholes have water tight lids all ready and a couple need to be screwed down.

The review for Chesapeake was completed and SEA stated they just need to change the wording of the lids to water tight on the details. Motion by Blauvelt, seconded by Depew, to approve the plan after they resubmit with the detail changed as directed. Motion was unanimous. Dave Young asked if we would adopt the resolution for the module 3 now. Huckabee stated they do not have the module 3 paperwork. It was never left with us. Young will get us the paperwork.

We received a small plan of Dandy Mini Mart regarding their expansion. Larsen Design submitted the pdf file to ATA and stated there would not be any change in water use, that the expansion will only service the current customers better. Discussion followed and we will need current EDU count and what will be designed with expansion. Also, ATA thought Dandy was connected to sewer, but found out Friday they were not. They connected a dry line to the force main and never connected the building to the pump.

MAINTENANCE

Dr. Musto stated he wrote a contract for Bob Blauvelt for full time employment but must have forgotten it. He stated he would forward it to the board for review for next meeting. Blauvelt showed ATA a sample of a new electric cord holder that Joe Rosati says we should use for the pumps at the stations. Blauvelt also stated the new pump is back at the Valley Joint Plant for storage, like it is suppose to be stored until we may need it. Blauvelt reported he went checking manholes down in Tioga Estates and Hickory Heights and found some manholes that the Township plows hit. On Friday he received a call from road crew foreman showing him that they fixed 2 in Tioga Estates and Blauvelt told them about 3 more in Hickory Heights and 2 in Queen Esther Estates that they hit also. Blauvelt stated he met with Bill Cotton and Athens Borough workers regarding the smoke testing. He stated he has the door hanger notification that he will take and get copies made for ATA that we will use to notify the residences when we are going to smoke test. Blauvelt said it has to be dry to do so. Blauvelt stated there was a high level alarm at #6 pump station throughout the night Saturday into Sunday due to the rain. He stated he kept checking it and also Queen Esther Estates. ATA received a call today from DEP saying they had received a complaint that sewage has flooded over the pump station. Huckabee directed the DEP to Blauvelt. Blauvelt stated they met and reviewed the site at QEE and saw no evidence of a spill. Huckabee stated that before the office closed, they also received a call from Daily Review saying they got a "tip" of a sewage problem in Queen Esther Estates. Huckabee stated for them to contact DEP regarding their findings. DEP wrote up his report stating there were no findings, but did state the complained stated he had pictures. Musto stated maybe we better smoke test QEE lines before Greenes Landing, especially since those manhole were found and repaired, our water problem might not be as bad now there.

Blauvelt stated the problem at Industrial Park Road pump station is a synchronizer is bad. Joe Rosati was called down and they could not pull pump, so they will schedule something next week to have a backhoe available to pull it. In the meantime, Blauvelt stated he turned off the 2nd pump that continues to road, which will help with the high electric bill. He stated the synchronizer stops the hourly pump meter from running.

A resident located on Pennsylvania Ave has 2 homes on 1 property and wants to disconnect the front property. He stated and showed a copy of an ordinance from the Township dated in 1996 that stated no assessed fees will be charged if not used. ATA adopted their rules and regulation in 2007 which states different. He showed ATA a survey map and ATA told him how to disconnect the front unit and cap it. He was told to obtain a disconnect permit which is \$40 and let us know when this would be ready for inspection.

OTHER BUSINESS

Huckabee stated she received a call from Bill Cotton stating that he had permission to connect another 2 EDU's at his property located on Industrial Parkway. Huckabee told Cotton that she would speak with ATA board members to see what they approved. ATA stated they told Cotton to contact Huckabee and get letter of approval from Athens Borough saying they will authorized the additional EDU;s through their system. Cotton will be allowed to connect the existing building, which he will be divided into 2 and connect the new part to the sewer. For the new building he will have to go through Athens Township Planning and also submit to ATA following our Rules & Regulations.

Dr. Musto stated that a couple of the board members from the Valley Joint Sewer Authority suggested that VJSA buy the video camera off of ATA, and they would lease it out to other municipalities like they do with the rotter truck.

Huckabee asked if the generator for the video camera was picked up yet and Blauvelt stated no because with the Valley Authority talking about buying they have a generator so it is not needed. Huckabee asked if the locks that Blauvelt ordered last summer has been picked up at Myers Locksmith and Blauvelt stated no he found 3 locks, Huckabee stated so you are not going to pick up the locks you ordered and Blauvelt stated he would. Huckabee asked the status of the purchase of the gas meter that was approved to buy last October and Blauvelt said they have to find one, they spoke with Athens Borough and Athens Borough doesn't like theirs so they are going to get one that they both like. Huckabee asked where the copies were of the As-Built drawings that were supposed to be turned into the office a few months ago. Blauvelt said he has to take them to get copies made. Huckabee stated you said you were doing that last month, Blauvelt said he contacted the engineer for Nomac and is trying to get as built for them also. Huckabee stated to give her the as built and she will get the copies made and return a copy to Blauvelt, so it will get done. Pump Station #6 leaks, and Blauvelt stated last month he had 2 companies he would contact, Huckabee wanted to know if they were contacted and Blauvelt stated that SEA will be looking into what to do.

Motion by Blauvelt, seconded by Depew to adjourn meeting at 7:15 p.m.

Respectfully submitted,

Valorie L. Huckabee

Secretary

Athens Township Authority
May 16, 2011

Meeting was called to order by Chairman, Dr. Patrick Musto at 5:30 p.m. Members also present were Bob Blauvelt, Terry Cockcroft, and Terry Depew.

Motion by Depew, seconded by Cockcroft to approve the minutes of the April 18, 2011 as written. Motion was unanimous.

CITIZENS

Jared Hulbert and David Young from Larsen Design presented a proposed plan for Fine Line Homes – Athens Office, which will be located on Route 220, south of EMTA on the MacAfee property. This will be commercial property. There will be an office building with bathrooms, a spec home with bathrooms and a storage type building. Total addition to the sewer will be 2 EDU's. Discussion followed as to whether the property was in the current Act 537 area. Motion by Depew, seconded by Blauvelt to approve ATA to sign the module card needed to send to DEP. Motion was unanimous.

Dave Sweetland and Ron Senior from Sweetland Engineering presented the proposed plans for the construction of a muffin monster at pump station #1. The time line is expected to advertise for bids 5/24 to 6/10/11. Pre-Bid meeting on 6/6/11, Open Bids on 6/13/11, Award bid on 6/20/11, received submittals 7/11/11, construction begins 7/12 and substantial completion 9/23/11 and final completion 10/3/11. Senior stated that the project will be completed way before the 10/3/11 date. Discussion followed about the size of the grinder making sure it was size for the potential design of the pump station. Motion by Cockcroft, seconded by Depew to approve the advertising of the project for bid as soon as it is confirmed the sizing is correct for the total build out of the pump station EDU's. Motion was unanimous. Discussion followed about a contractor that ATA does not want to accept if they are should happen to be the lowest bidders. Reason for this decision was discuss with SEA.

The problem with the manhole on the Road B sewer line was discussed as what happened and why we had a tremendous amount of water all of sudden. The old line did not connect to the new manhole and the line was sealed with spray foam. Bob stated the line was broken off and not capped. It was also plugged now with stones and dirt. The line broke loss and that is where the water was coming from. Unfortunately, the limit of warranty has expired to go back onto the contractor. The line has been repaired and is fixed and the infiltration has stopped. Also, the lateral at the West end of Road B sewer had been hit and was a problem with water. This has also been fixed. It is believed to the fiber optic company hit when they went through for CVS. We will forward their information to Attorney Smith to have him write them notifying them of the damage they did. CVS and also CCIDA will be copied. Blauvelt also stated they cleaned out the check valve too and SEA told him they should be done about every 3 to 6 months. Huckabee asked who helped and he stated Mark Burgess from Athens Borough

and Huckabee stated where this is located, it is a confined space area and only people with confined space training should be there.

FINANCIAL The following bills were reviewed and motion was made by Cockcroft, seconded by Depew to approve the payment of the following bills.

Aqua Pa. Water	\$274.99
C & N Bank – loan payments	\$38,779.07
Coyne Textile	\$234.77
EFP Rotenberg, LLP	\$3,000.00
Gannon’s	\$1,254.00
Horn’s True Value	\$5.99
Line Systems, Inc.	\$353.67
Niemiec, Smith & Pellingier	\$250.00
Pa. 1 Call	\$23.35
Penelec	\$2,087.94
PennVest	\$10,952.38
Pitney Bowes	\$367.74
Pitney Bowes Postage	\$125.00
SEA	\$4,120.00
Times Warner Telephone	\$105.48
Tioga State Bank	\$192.67
Valley Energy	\$35.20
Valley Joint Sewer Authority	\$48,743.38

Chairman Musto stated the loan closing should take place before June 1, 2011. Also, the Valley Joint Sewer Authority is interested in purchasing our video camera outfit. Huckabee will get the costs to Chairman Musto.

LEGAL

Attorney Smith stated that Heath Lee filed bankruptcy on 3/13/11 so any charges prior to this dates is filed under it and we can’t collect. A new account will be made from this date forward and Lee is supposed to stay active with the new account.

David Bunt still has not connected to sewer line. Sheriff sale is 5/25/11. Blauvelt said he stopped there 3 times to talk to him but no will answer door. ATA will postpone sheriff’s sale 1 more time and have Smith send last chance certified letter to have him connect.

Smith stated nothing has happened with Al Teeter signing hold harmless letter and ATA has not received anything from him for last pay.

Bob Blauvelt reported that DEP called him after they received the pictures of the pump station from the complaint that was received. Blauvelt plugged the corner of the round well/square top with concrete and Jeff Paul fixed the pump. He questioned about the conduit and water problem and believes that to be Penelec and he will contact them. Other manholes have been

fixed in numerous places that were hit. Blauvelt stated that Athens Borough came up and helped with the situation of the flooding. Blauvelt called DEP and got name and number of who to call if there would be a spill. He called McKean electric to check pumps at #6 during this time to make sure there wasn't a pump problem. The Joint Authority was also called for the Rotter Truck. Blauvelt also reported he inspected the disconnect on Pa. Ave. Cockcroft stated that he spoke with Vern Ziegler of Vacri Construction and there is about a \$3,000 bill for pump repair to the CVS pump station floating out there, not knowing who is going to be responsible for the bill. ATA does O & M only and we do not direct but emails stated that Joe Rosati from J & R was direct by Blauvelt to fix the 2nd pump. Blauvelt stated he never told Joe to fix it. Joe said it needed to be fixed just like the 1st one and where he would take and Joe says Blauvelt said to do it. Blauvelt states he told him that he cannot direct him to do it that CCIDA would have to give permission.

Huckabee asked Blauvelt what bills we can expect regarding the water problem we had in April. Blauvelt stated McKean Electric, McCloe's for pump trucks, Austin's for pump truck and repair, Bishops for pump trucks, Valley Joint for rodder truck, Athens Borough, 3 laborers and trash pump.

Meeting recessed into executive session for personnel reasons at 7:00 p.m. Meeting reconvened at 7:40 PM. Terry C discussed the idea of soliciting proposals from Sayre and Athens to provide pump station maintenance for ATA. After a discussion it was decided to request proposals from Sayre and Athens Boroughs to provide pump station maintenance. Terry C. inquired about the status of the DEP inquiry to the incident at the Queen Ester pump station. Bob B. explained that the repairs recommended by DEP were completed and that no further action was needed. Terry C. moved to adjourn the meeting, seconded by Terry D. The meeting was adjourned at 7:44 PM.

Respectfully submitted,
Valorie L. Huckabee
Secretary

Athens Township Authority
June 20, 2011

Chairman, Patrick Musto at 5:30 p.m., called meeting to order. Members also present were Bob Blauvelt, Terry Cockcroft, Terry Depew, and Jack Walter. Also present was solicitor Mark Smith.

There were no citizens to be heard

Motion by Blauvelt, seconded by Depew to approve the minutes of the May 16, 2011 meeting as written. Motion was unanimous.

FINANCIAL

The following bills were reviewed. Motion by Depew, seconded by Blauvelt to approve the payment of the presented bills. Motion was unanimous.

Ad Graphics	\$85.00
Aqua Pa. Water	\$286.49
Athens Twp. Supervisors	\$20.00
C & N – NSF check return S.C.	30.00
Co. of PA – DEP	\$65.00
Coyne Textile Services	\$40.00
Fluid Kinetics, Inc.	\$4,409.00
Gannon Associates, Inc.	\$2,277.00
Horn's True Value	\$7.54
J & R Electric	\$1,294.10
Kinsley Power Systems	\$2,100.00
Line Systems, Inc.	\$306.44
McCloe's Sewer Service	\$2,900.00
McGuire Septic Service	\$750.00
Niemiec Smith & Pellingier	\$430.00
Pa. 1 Call	\$37.48
Penelec	\$3,079.80
Pertech	\$92.37
Sec. of Commonwealth	\$84.00
Sweetland Engineering	\$8,271.79
The Daily Review	\$684.87
The Morning Times	\$318.64
The UPS Store	\$9/13
Time Warner Cable	\$42.53
USA Bluebook	\$334.92
Valley Energy	\$220.55
TOTAL	\$28,175.65

Sweetland Engineering was unable to attend the meeting, but we received the bid tabulations for P.S.#1 Grinder Project. There were 2 bidders. Vacri Construction bid was \$73,960.00 and G. DeVincentis was \$88,000.00. SEA review of the bids documentations determined that Vacri was the low responsive, responsible bidder for the above reference project. Motion by Walter, seconded by Cockcroft, to award the bid to Vacri Construction when the Solicitor reviews and approves the documents. Motion was unanimous.

Cockcroft asked Navarro & Wright Engineering for a proposal for on call inspections for developments when needed. The proposal was submitted for time and material basis. These projects would include, Chesapeake, Fine Line Homes, Grinder Project, and any other that are in the works. Motion by Depew, seconded by Walter to approve the contract with Navarro & Wright Engineering as an on call, as needed contract based on their presented prices for time and materials. Motion was unanimous.

LEGAL

Attorney Smith reviewed the Athens Borough revised agreement and believes that everything we wanted in is there. Huckabee questioned the area of South Main Street that was in the original contract with the subsidizing of the line, we were not responsible before. The Board agreed to have the line televised prior to the agreement and the agreement was contingent upon the findings. Dr. Musto will speak with Athens Borough regarding this as it is not listed in the agreement.

Township's solicitor John Thompson stated ATA needed to pass a resolution asking the twp. to reimburse ATA for the engineering and construction of the sewer line for road C. Motion by Walter, seconded by Depew to pass resolution to request fund reimbursement from the Township and have the cost as part of the construction of Road C for the engineering and sewer line reconstruction. Motion was unanimous.

Attorney Smith sent David Bunt a letter stating he had till end of month to connect to the sewer or the property would go up for property sale. He has not responded as of this date.

Huckabee asked Smith if Twp. solicitor Thompson gave him the monies for the sale of the QEE property, as they have not been turned over to ATA.

MAINTENANCE

Bob reported Kingsley's came down and serviced the generators. There were some mice problems. Bob purchased the paint for the doors and got weed killer and weed wacked the pump stations. P.S.#1 had an ER alarm on Saturday. The pump was overheating. Bob called J & R electric. Rosati walked him through the switches to place pump #2 in service, and said he would be down when he could. He came down on Monday and pulled pump and what to be a waistband was caught up into the pump. The pump was put back into service. Rosati then went over to P.S. #3, check out the check valve, and will get a cost for parts to rebuild it. Cockcroft said that Ed Hiley tried to do that could not. Discussion followed about getting a portable generator on a trailer to have for the pump stations that do not have generators. The flow to these two stations is minimal so we did not get generators installed. Huckabee will check with SEA to determine what size generator to purchase for the station.

A quote for maintenance operations was received from Athens Borough. Sayre Borough has submitted theirs yet. Athens Borough was for \$150,000 a year. Dr. Musto said we would wait a month for Sayre to present theirs before any decisions are made.

OTHER BUSINESS

Chesapeake will be sent a bill for the tap in fees for their development for 32 EDU's as requested for their development.

Bob stated that 5 Star Equipment is connecting to the sewer line on Route 199 and started to connect and found that the connectors at the curb box have been leaking. They were fixed and taken care of.

Dr. Musto stated the Valley Joint Sewer Authority discussed the purchased of the video equipment and will probably be approved to be purchased this month. CET will probably be going out to bid in July and award in September and break ground January.

Blauvelt questioned if we should be talking to Sayre right now about them giving us extra capacity. Dr. Musto will speak with David Jarrett about this. Musto also stated they are progressing with Susquehanna River Council regarding permitting the sale of the water.

Meeting recessed into executive session at 7:45 p.m. for personnel matters. Meeting reconvened at 7:01 p.m. Motion by Walter, seconded by Depew to adjourn at 7:02 p.m.

Respectfully submitted,

Valerie L. Huckabee

Secretary

Athens Township Authority
July 18, 2011

Chairman, Patrick Musto at 5:33 p.m., called meeting to order. All members were present.

There were no citizens to be heard.

Motion by Cockcroft, seconded by Blauvelt to approve the minutes of the June 20, 2011 meeting as written. Motion was unanimous.

FINANCIAL

Motion by Depew, seconded by Walter to approve the payment of the presented bills totaling \$58,182.70. Motion was unanimous. Depew asked about Coyne and if they were the uniforms. Huckabee stated they were Bob's, but he was supposed to return them last year. Bob said he would bring them to office in morning.

Aqua Pa. Water	\$150.99
Athens Borough	\$2,044.83
Coyne	\$140.00
EFP Rotenberg, LLP	\$1,900.00
Gannon Associates, Inc.	\$1,254.00
Horn's True Value	\$78.81
J & R Electric	\$214.00
Johnson & McEwen	\$240.00
Line Systems	\$301.22
Niemiec, Smith & Pellingier	\$470.00
Pa. 1 Call	\$15.20
Penelec	\$1,300.92
Pitney Bowes	\$376.86
Quill	\$295.54
The Daily Review	\$157.55
The UPS Store	\$8.69
Time Warner Cable	\$42.53
Valley Energy	\$128.18
Valley Joint Sewer Authority	\$49,063.38
TOTAL	\$58,182.70

The 2010 audits were received. There is a comment about having a material weakness. Musto spoke with auditors because the VJSA also had the comment and what it means is that since we do not have an accountant on staff, we need their services. The audit shows no findings.

We received a quote from 1st Energy for a guarantee 7.42 cents per Kilowatt for our pump stations. Motion by Depew, seconded by Walter to approve contracting with 1st Energy at the rate of 7.42. Motion was unanimous.

MAINTENANCE

Blauvelt reported that the floors in the sheds that needed replace have been replaced. The roof on #6 has been repaired. The metal doors have been painted. The chlorine has been delivered and is working. The crane has been installed and helps him a lot to pull the trash baskets. He is taking the tires to be fixed on the trash pump and Dave Walter is going to take pump and look it over. Blauvelt asked if there were any color choice for staining the sheds and he was told to pick a color.

Manholes in the township roadways were discussed. Walter stated that a manhole on Center Street needs raised because they are paving. Huckabee stated that Randy from road crew stated Westbrook Street and needed to be raised about 4". Discussed continued on who is responsible. Motion by Cockcroft, seconded by Blauvelt to have Austin's raises the manholes in question for the Township. Motion was unanimous. Walters stated we need a policy on who is going to do what, because his road crew does not know what to do, and we are unable. Cockcroft stated he would like a copy of the Township's Street opening permit to review, because these utilities open the roads and are some of the problem we have with our ditches sinking.

LEGAL

Attorney Smith stated the sheriff's sale for David Bunt is July 25, 2011 and with the fine for him not being connected since when he purchased tap in permit in November, we could file for about \$30,000. Smith stated he wrote him but he has never answer the letter. He also has not contacted our office with any word on connecting. Motion by Cockcroft to agree to a \$10,000 settlement prior to the sale and we hire contractor to connect or allow Attorney Smith to charge the \$100 a day to bid on day of sale. Motion was unanimous.

Smith asked if we had heard anything from Mr. Teeter and nothing as of yet.

Smith contacted Attorney Jonathan Foster regarding the Athens Borough agreement. Smith asked if Main Street had been televised yet and as far as ATA knows, it has not.

The additional funds from the tax free loan have been authorized by the bond council to use on our grinder system project at pump station #1.

The resolution passed on June 20, 2011 for reimbursement of funds for Road C was signed.

PROJECTS

Sweetland sent review comments regarding Fine Line Homes. We will forward a copy of the comments to Larsen for the changes to be made.

Keystone Consulting & Associates, LLC submitted a module card for the Hurley property located on Elmira Street for a proposed Microtel Hotel. EDU count will be 44 EDU's. Motion by Walter, seconded by Depew to approve the module contingent upon review of our capacity in this area. Motion was unanimous.

A letter was received from CEI wanting a letter to serve for a new Super Wal-Mart. Increase would be about 10 to 20 EDU's. Motion by Walter, seconded by Depew to authorize the letter to serve for Wal-Mart. Motion was unanimous.

OTHER BUSINESS

Dr. Musto reported that the Valley Joint Sewer Authority does not want the trailer for the camera system and stated that they could purchase the same camera system for about \$2,000 less, so they are offering to purchase the system for what the cost is right now. Motion by Cockcroft, seconded by Walter to sell the camera system for the today's cost to the Valley Joint Sewer Authority. Blauvelt said the fire department might be interested in the trailer and if not we will put a for sale sign on it and put in parking lot for sale.

Dr. Musto stated that Sayre Borough lost an employee, so they would not be interested in submitting a proposal for pump station maintenance. Also, Craig Allis had a concern using his license for our operator, so his father Dave Allis agreed to allow ATA to use his license. Motion by Walter, second by Dr. Musto to approve ATA to use Dave Allis license for our operator. Motion was unanimous.

Musto stated that the VJSA project should go out to bid in early August with opening in September. Bond closing about October. He talked to Sayre about acquiring additional capacity. Sayre will be discussing this and Dr. Musto hopes that we would be allow an additional member on board, as we would be paying more O & M than Athens Borough. Right now is the best opportunity for Sayre and Athens Borough both to give us some of their capacity.

Meeting recessed into executive session for personnel contract issues at 7:10 p.m. Per Musto - The Board came out of executive session at 7:32PM. Walters made a motion to approve the Employment Agreement as amended, Cockcroft seconded the motion, and the motion was approve 4 Yea and 1 abstention Mr. Blauvelt. Walters made a motion to hire Robert Blauvelt per the terms of the Employment Agreement, seconded by Depew, and approved 4 Yea and 1 abstention Mr. Blauvelt.

Mr. Walters made a motion to adjourn, seconded by Mr. Depew, and passed 5-0. The meeting was adjourned at 7:47PM.

Respectfully submitted,

Valerie Huckabee

Secretary

Athens Township Authority
August 15, 2011

ATA meeting had to be rescheduled, as there was not a quorum. Meeting was rescheduled to August 29, 2011 at 5:30 p.m.

Athens Township Authority
September 29, 2011

Chairman Dr. Pat Musto called meeting to order at 5:30 p.m. Members also present were Bob Blauvelt, Terry Cockcroft, and Jack Walter. Authority Attorney Mark Smith was also present.

Motion by Walter, seconded by Blauvelt to approve the minutes of the July 18, 2011 minutes as written. Motion was unanimous.

Dr. Musto reported the bids were received for the Valley Joint Sewer Authority project and is a lot higher than expected. Financing will be for \$20,000,000. ATA should still be okay rate wise at \$130 a quarter, as the bond will be for 22 ½ years instead of 20 years. Dr. Musto stated he believes ATA will be able to acquire 3% to 5% capacity and still be okay with their sewer fees. Cockcroft stated it is fine to have capacity as long as we have capacity in the lines. Musto stated that our share of the bond would be \$66,000 a quarter. The Township supervisors have to guarantee for ATA and ATA wants them to approve guarantee for the additional capacity. If we do not acquire it, at least what we have is guaranteed. Discussion followed about future rates and that if ATA is going to raise rates, now is the time to do this. Dr. Musto had to leave meeting for another commitment and turned the meeting over to Vice Chairman, Terry Cockcroft.

CITIZENS

Brian Huckabee introduces himself and the company he represents is T & M Associates. It is an engineering firm based in New Jersey. They have been in business for over 45 years and have over 300 employees to do everything needed in the engineering field. He stated they have six offices throughout New Jersey and Pennsylvania and just opened an office in Bradford County. He stated due to the flooding, they have temporary renting an area at the South Waverly Borough building. Mr. Huckabee stated that he would like to entertain a proposal for on call services, plan reviews, onsite inspection and any other services, reports, etc. needed when needed. Cockcroft said he would like to see a proposal and board agreed.

FINANCIAL

The following bills were reviewed. Cockcroft asked what J & R Electric bill and Austin's bill were for. Austin's was for pumping the pump station by Camco during the April rain period and pumping Queen Esther recently. J & R was for pump station #1 and looking at #3. Jeff Paul's bill was for the repair of a pipe in QEE pump station, but Blauvelt said when J & R was up to station, what Jeff Paul did is not working, or it is believed to be not working. Blauvelt said he is not sure if Paul did anything to the check valve in the bottom of pit, where Paul replaced the pipe. Tripe V Electric will be contacted by Blauvelt to have them look at it and to give us a proposal for on call work instead of calling J & R in Vestal. Motion by Walter, seconded by Blauvelt, to approve the payment of the following bills. Motion was unanimous.

Amrex	\$800.00
Aqua Pa. Water	\$551.36
Athens Township Supervisors	\$60.00
Austin's Excavating	\$5,577.00
Comercial Maintenance Chemical Corp.	\$131.16
Coyne Textile Service	\$60.00
EFP Rotenberg, LLP	\$3,000.00
Gannon Associates	\$1,652.00
Horn's True Value	\$27.05
J & R Electric	\$881.00
Jeff Paul Plumbing and Heating	\$872.00
Line Systems	\$912.45
Niemiec, Smith & Pellinger	\$328.50
Penelec	\$3,091.50
Pitney Bowes	\$1,103.22
Pitney Bowes Purchase Power	\$600.00
Quill	\$176.46
South Waverly Borough	\$9,182.70

Sweetland Engineering	\$2,608.15
The UPS Store	\$27.96
Time Warner Cable	\$120.17
USA Bluebook	\$16.92
Valley Energy	\$446.09
Valley joint Sewer Authority	<u>\$2,320.00</u>
TOTAL	\$34,545.69

MAINTENANCE

Bob Blauvelt reported that he called Joe Rosati regarding an alarm that was received at pump station #1 this morning. He stated 2 of Rosati's men came to station and checked the electric panel and said it was from a power surge. Blauvelt then asked about what we should do about the valves in pump station #3 since they are not moving right. Cockcroft spoke to Blauvelt about the valves.

LEGAL

Attorney Smith reported that there was a sheriff's sale held on the 28th, the Bunt property located on Wilawana Road for non-connection of sewer was auctioned off, and ATA is the proud owners for about \$2,000.00. Smith stated ATA can acquire insurance and Smith will contact Gannon's and approximately 1 month, we will have deed and we can change locks etc. Smith said someone needs to take picture of the property right now to show what it looks like now. Smith stated a letter like the resolution we passed for the reimbursement for the Road C work was requested and Smith had Dr. Musto sign the letter. Foster was contacted about the Athens Borough contract and the lines need televised first.

Meeting recessed into executive session at 6:55 p.m. for legal reason. Meeting reconvened at 7:15 and adjourned.

Respectfully submitted,
 Valorie L. Huckabee
 Secretary

Athens Township Authority
October 17, 2011

Chairman, Patrick Musto at 5:30 p.m., called meeting to order. Members present were Terry Cockcroft, Bob Blauvelt, Jack Walter, and Terry Depew. Also attending was Solicitor Mark Smith and Secretary Valorie Huckabee. Guest was Mark Lundquist and Brian Huckabee.

There were no citizens to be heard

Motion by Cockcroft, seconded by Walter to approve the payment of the September 29, 2011 meeting as presented. Motion was unanimous.

FINANCIAL

Mark Lundquist presented the bank loan figures for the \$20 million dollar loan from for the Valley Joint Sewer Authority plant construction. Lundquist explained this loan is a drawdown line of credit, so the final figure of the loan will be based on how much has been used. There will be 3 yearly notes. ATA 22% shares will be \$4.4 million. Discussion followed about obtaining additional capacity from other municipalities. For every 1%, ATA would have to pay additional \$12,358.27. The Township Supervisors will have to guarantee the loan and ATA should have them guarantee for higher percentage of capacity, even if we do not use it. Motion by Walter, seconded by Blauvelt to accept the report and forward to the Township Supervisors for ordinance adoption for 27% capacity. Motion was unanimous.

Lundquist stated interest rates have dropped significantly in the last 6 months and he has spoken with the bank and has asked them to modify the current loans. This would be completely by a letter agreement and not a refinance. Motions by Walter, seconded by Depew, to have the appropriate officers sign the letter of agreement to lower the interest rate on our current loan with 1st Citizens. Motion was unanimous. This could save appropriately \$50,000 to \$75,000 on the loan.

The following bills were reviewed for approve for payment. Motion by Cockcroft, seconded by Walter to approve the payment of the presented bills that total \$8,292.04. Motion was unanimous.

Aqua Pa. Water	\$43.00
Athens Borough Council	\$2,564.10
Gannon Associates	\$403.00
J & R Electric	\$1,614.84
Niemiec, Smith & Pellingier	\$390.00
Pa. 1 Call	\$22.80
Penelec	\$1,457.90
PennDot	\$280.00
Purchase Power – Pitney Bowes	\$265.00
Secretary of Commonwealth	\$168.00
The Morning Times	\$17.80
Valley Energy	\$25.60
Valley Joint Sewer Authority	<u>\$1,040.00</u>
TOTAL	\$8,292.04

A service agreement was received was received from Kinsley Power Systems for CVS pump station. Secretary Huckabee questioned why we got it to begin with as this not ATA's station. Blauvelt stated when they came last week to do the bi-yearly service on our pump stations; there had not been an agreement to include this pump station. The boards stated to have Blauvelt notify Kinsley that this agreement and any charges need to be bills to CVS and not ATA.

Brian Huckabee from T & M Associates presented an agreement for services by T & M for any services needed by ATA for engineering, plan reviews, inspections, and any on the call items or anything needed by ATA. Motion by Cockcroft, seconded by Blauvelt to approve the T & M Associates contract as presented. Motion was unanimous.

MAINTENANCE

Blauvelt stated on October 7, 2011, Athens Borough's televised Main Street from Edward Street to Public Street and there are some problems. He believes this was televised for FEMA reason and not for our agreement with Athens Borough. There still has not been an agreement change for the pump stations.

Blauvelt contact Triple V electric for prices for services. They will charge \$42 an hour for services and \$75 an hour for emergency type call outs. Blauvelt stated that it would take them about 20 minutes if called out on emergency type basis. Cockcroft asked that we write Triple V and ask them for qualification for the items we would need them to do for us. Triple V stated that they service Athens and Sayre Borough.

Austin's has fixed the manhole in Hickory Heights. In addition, Blauvelt received a call from Township regarding sinkhole on Vista Drive and it is not ATA problem, Cockcroft stated it is Water Company.

LEGAL

Attorney Smith stated that we would have deed in a couple weeks for the Bunt house. He spoke with insurance company to obtain some insurance on house and Gannon's would like to have pictures of inside also. ATA got 2 estimates to clean up the property landscaping wise when were able to get on the property. Randy's Greenhouse estimate was \$1,865 and Nick's landscaping is \$1,500. Motions by Depew, seconded by Blauvelt to have Nick's do the landscaping work as soon as were able to get on property. Motion was unanimous. We will also check the condition of items in house and see if anything needs to be done to get it on the market to get it sold. Locks will be changed as soon as we can get in house after Mr. Bunt leaves.

Smith stated he wrote Navarrow & Wright regarding the charges they charged ATA that ATA does not agree with, as they were not the fee's per our agreement with them. Smith stated Mr. Wright said he had authorization for all the charges and Smith stated to him to send his authorization for the charges.

OTHER BUSINESS

Blauvelt stated that there are campers in a few areas that seem to be living in and wanted to know if has permission to question if they are connected to the sewer line. There is

one down behind the diner in Greenes Landing and 1 behind the Rosh's ice cream store. Blauvelt stated yes he needs to check these out.

FEMA is getting a conditional use permission to put HUD trailers on Austin's property on the Wilawana Road. Discussion followed about who is responsible. For trailer court, the landowner is responsible for all fees. After further discussion, ATA will not waive any fees and they will have to abide by our Rules & Regulations, as any other developer would do.

Discussion followed about changing firms for big sewer projects for ATA. Dr. Musto stated that since CET is the Valley Joint's engineer he feels they could do jobs also for ATA. Cockcroft stated he is employed by CET and would abstain from any votes involving CET. If ATA has any projects in the future, we will ask for proposals.

No further business, meeting adjourned at 7:16 p.m.

Respectfully submitted,

Valorie L. Huckabee

Secretary

Athens Township Authority
November 21, 2011

Chairman, Pat Musto, called meeting to order at 5:30 p.m. Members also present were Terry Cockcroft and Bob Blauvelt. In addition, attending was Attorney Mark Smith, Secretary Valorie Huckabee and T & M Associates, Project Manager, Brian Huckabee.

No citizens were present to be heard

Motion by Cockcroft, seconded by Blauvelt to approve the minutes of the November 21, 2011 meeting as written. Motion was unanimous.

PROJECT'S

Cockcroft reported that the muffin monster construction at pump station #1 has started. While he was with Vacri Construction and the muffin monster representative, it was found that the steel beam and the hatch modification and new hatch are not needed. A hot box and the placement of the hot box will be under the existing roof of the control panel. With the items not needed and the purchase of the hot box, ATA will be ahead approximately \$400. Motion by Cockcroft, seconded by Blauvelt to approve the changes and sign the change order when presented to ATA by the engineers. Motion was unanimous. ATA also received a request for an extension of time for the construction. Vacri stated due to the flooding they got behind. Motion by Blauvelt, seconded by Cockcroft to approve the change order for the extension of time to December 23, 2011 instead of November 18, 2011. Motion was unanimous.

Discussion followed about the evaluation of pump station #6. Based on the review of the information provided by ATA there appears to be variations in assigned flow rates per EDU. Based on the drawdown tests, the DEP module paperwork and our capacity spreadsheet, which is not correct, it appears that the pumping station is currently operating at 93% capacity. T & M recommends that ATA take measures immediately to address these capacity concerns prior to approving any additional connections to the system associated with the P. S. #6. The installation of a flow meter would greatly help determine the status of the station and how the station is performing. The flow meter, installed on the force main piping downstream of the station would mostly likely be a mag-type flow meter, similar to the ATA flow meter along SR199. In addition to the meter, T & M recommends the installation of the pressure sensors on the discharge forcemain of each pump. The sensors will be beneficial in evaluating the performance of the pumps and verify that the force main is not obstructed. The output signals from the flow meter and pressure sensors have the potential to be transferred, via a telephone and internet connection to ATA's secretary computer for continual monitoring. It would need to be determined that telephone and internet service is available at the site. T & M also recommends having the pumps service immediately and evaluated by the approved manufacturer's service rep. Fluid Kinetics was contacted and they will be down to service both pumps for \$1,000 plus any parts if needed. At that time, ATA should discuss the possibility of modifying the existing pumps to accommodate the projected increased flows to the station or if new, larger sized pumps should be purchased to replace the existing pumps. If new pumps are considered by ATA, design calculations will be required to properly size the pumps for projected flow rates and current system conditions. Project Manager, Brian Huckabee presented the costs estimates for Pump Station #6 for the mag meters, which will measure the flow through the station, gauge pressure transmitter, which will measure the discharge pressure of each pump during the pump cycle, video graphic recorder, which records flow and pressure data, software,

which moves the data from video graphic recorder to remote computer and on site start up, installation of a 6 ft. diameter doghouse manhole to locate flow meter, assuming 4 feet deep, and internet connection. Also, install the muffin monster to the pump station. Cost of this is \$43,103.00. Due to FEMA connecting approximately 80 mobile homes to the line, Attorney Mark Smith stated an emergency should be declared and is justified to get this work completely immediately. Motion by Cockcroft, seconded by Blauvelt, to declare pump station #6 an emergency and authorize Chairman to sign the emergency resolution, allowing the repairs to be made immediately, as an emergency fix. Motion was unanimous. Attorney Smith will forward the resolution paper work to ATA for signatures. Motion was unanimous. T & M was asked to prepare a proposal for the engineering of the Emergency repairs.

T & M Project Manager Huckabee reported the FEMA sewer construction is doing okay. He stated Vacri Construction is installing the lateral construction so he is a lot more confident on the construction. There is a lot of water and CH2MHill understands the importance of making sure the system is watertight. Huckabee stated they are very good of addressing any of his concerns he has. They have about 1200' of pipe yet to install and have to connect to our manhole.

FINANCIAL

The following bills were reviewed and approved for payment. Motion by Blauvelt, seconded by Cockcroft to approve bills as presented that total \$11,021.75. Motion was unanimous.

Aqua Pa. Water	\$101.33
Bradford County Sheriff's Dept.	\$618.77
Data Management & Reporting	\$176.00
Gannon Associates	\$405.00
Greater Valley Chamber of Commerce	\$50.00
J & R Electric	\$913.41
Kinsley Power Systems	\$1,710.90
Line Systems	\$304.99
McCloe's	\$250.00
Navarrow & Wright Consulting Engineers	\$3,118.20
Niemiec, Smith & Pellingier	\$350.00
Pa. One Call	\$38.00
Penelec	\$1,431.03
Pitney Bowes	\$100.00
Schuylkill Mobile Fone	\$360.00
Time Warner Cable	\$92.01
Valley Energy	\$122.11
Valley joint Sewer Authority	<u>\$880.00</u>
TOTAL	\$11,021.75

ATA received a payment request from Vacri Construction, for the price of the muffin monster grinder pump. Payment request is \$34,528. ATA received the paper work from Vacri and has not received approve correspondence from Sweetland. Motion by Blauvelt, seconded by Cockcroft to approve the payment of \$34,528, pending Sweetland's approval. Motion was unanimous.

LEGAL

Attorney Smith said we should be getting deed to the Bunt property within a week. We will need to evict him at that time. Smith will start the eviction procedure now, just in case he does not leave when we notify him. Right now ATA has insured interest insurance on property and will change it to insure property as soon as we have deed.

We received notification from Athens Borough regarding the video taping of the sewer lines from Edward to Public Street on Main Street with the river being high during the flood time and present. They state there are no problems. Musto will speak with Athens Borough and request them to video Main St south of Edward.

MAINTENANCE

Blauvelt stated the sink holes that ATA was called about on Vista Drive are taken care of, the water company took care of them while they are digging on road. The furnaces and block heaters have been turned on at the stations. The heat tapes have been plugged in also. The manhole flags have not installed yet as a special tool is needed. We will have to purchase the tool. There is water in the air relief valves and Blauvelt wanted to know what we should do about that. The old basket from pump station #1 could work at pump station #4, and he needs a new cable. Permission was given to purchase the cable. Blauvelt was told to arrange for smoke testing with Athens Borough in Hickory Heights and Queen Esther Estates. Cockcroft asked Blauvelt if chlorine was working at #1 and he said no – it needs electric. ATA will ask Vacri, since they are at pump station #1 doing work to see if they will run an outlet to the shed to make this work.

OTHER BUSINESS

The capacity study spreadsheet shows a bottleneck area on Elmira Street, but not sure how correct this is, since the spreadsheet has errors. A sign was seen stating that a Comfort inn Suites is going to be built which is north of this area. T & M is working on the spreadsheet and capacity problem now and we formally have not been notified of any hotel yet. We will address this when we get the correct info for the capacity study. In addition, south of Nomac Housing off Mile Lane, property was sold for a Senior Assisted living facility, which will also affect this area.

Dr. Musto said there are no takers on giving ATA any capacity.

No further business, meeting adjourned at 7:15 p.m.

Respectfully submitted,
Valorie Huckabee
Secretary

Athens Township Authority
December 19, 2011

Chairman Patrick Musto called the meeting to order at 5:30 p.m. Members also present were Bob Blauvelt, Terry Cockcroft and Terry Depew. Authority Borough solicitor Mark Smith, assistant secretary, Valorie Huckabee also attended.

There were no citizens to be heard

A Comfort Suites hotel is being proposed on the corner of Elmira and Westbrook Street. ATA received a request for a "will serve" letter for 8,400 gpd capacity. Motion was made by Cockcroft, seconded by Depew to approve a will serve letter for Comfort Suites. Motion was unanimous. Secretary Huckabee stated she received a phone call from the Haggerty residence located on Westbrook Street, complaining that they have to flush their toilet twice to have it empty correctly. He stated this happens between 8 a.m. and 5 p.m. Haggerty stated he had Router Rodder out to check his sewer line and all is fine. He stated they told him our main line was full. ATA will have operator pop manholes and check to see if there is a problem.

PROJECTS

T & M Associates, Project Manager, Brian Huckabee reported FEMA is completed with the sewer. The lines have been tested and they have 58 connections. At the moment, they told ATA and have paid for 36 units. Daily observation reports have been submitted to ATA for their file.

Capacity Study and Spreadsheet Review/Updates

T & M Associates are continuing to review of the ATA Capacity Study and Spreadsheet, specifically related to the impacts to PS#6. They received the notification from the Authority concerning the 23,100 gallons per day anticipated from Phase 1 and Phase 2 & 3 of the 13 acre site near Lamoka Road and Mile Lane Road. We are specifically looking at the impacts to PS#6 so we can incorporate the latest information into the selection of the comminator for the pump station upgrades. We will also be providing new/additional maps of the areas contributing to the capacity of ATA's system not previously mapped. The mapping will be the last part of the capacity study effort and will be performed as additional service on a time and material basis.

Pump Station #6 Upgrades Design & Construction

On Tuesday, December 6th, Tim Edinger, PE, and Mark Ambrose, PE of the T&M Associates Bethlehem Office came up for a kick-off meeting for the proposed improvements to ATA's PS#6. Also in attendance was Terry Cockcroft, Vice-Chair and Valorie Huckabee, Secretary, ATA; Vernon Ziegler, Project Manager, Vacri Construction; Joe Rosati, J&R Electric; Kai Pan, KP Consulting; Danylo Bilynskyj, Applied Analytics, Inc.; and Brian Huckabee, Project Manager for T&M Associates.

Project Description:

The purpose of this project is to provide PS#6 with an inflow comminator to increase the life span of the pumps while decreasing the required maintenance. Also included in this project will be the installation of a mag-type flow meter and pressure sensor in a dog-house type manhole located on the forcemain pipe outside of the fenced area to the south of the pump station within ATA's easement. All controls and other appurtenances will be wall or floor mounted within the pump station building. Underground conduit will be used for all required connections. Data from the flow meter and pressure sensor will be transmitted to the Authority's office via an internet connection. The currently leaking water service line to the yard hydrant will be replaced/repaired.

Since the Authority has declared an operational emergency, this project will not need to go through the advertisement or bidding process. ATA intends to purchase the long lead items: comminator, flow meter, pressure gages. Vacri Construction will purchase and install all conduits, water line and perform the actual construction. KP Consulting is responsible for having the data signal available to the ATA office computer via the internet.

We are currently completing the project base plan, coordinating with equipment vendors, and reviewing existing and proposed flow data as received from the ATA so that equipment can be sized accordingly. We anticipate having the draft base plan ready for the Authority's review by December 22.

At this time, T&M Associates recommends that the ATA move forward and order the flow meter and pressure sensor as proposed in the upgrade. We anticipate providing ATA with our final recommendation for the comminator within 10 days; however, we respectfully request that the Board authorize Dr. Musto' authorization to order the comminator, based upon T&M's recommendation so we do not have to wait until the January meeting for the order to be placed. It is our understanding that the comminator has an eight (8) to ten (10) week lead time. T&M will provide all necessary information to the Authority for you to place order equipment.

EQUIPMENT PURCHASE RECOMMENDATION

Vendor	Item	Model #	Cost
ABB	Flow Meter	FEV125150V1S4A1B1D1A3P2B3A1M5	\$5,772
AMETEK	Pressure Sensor	575SB0150CHS/K515076-50	\$932
ABB	Videographic Recorder	SM503FCU3ET020ESTD	\$2,515
ABB	Data Manager Software	SW/DATMGR	0
ABB	On-Site Service	Startup/Checkout/Training	\$1,000
Watermark	Muffin Monster	30005-24	\$35,000
TOTAL			\$45,219.00

Prior cost estimates of \$32,000 for the Muffin Monster and \$1,816 for the pressure sensor were revised based on changes to the project scope with included upsizing the Muffin Monster to accommodate higher flows to the station. We were able to eliminate one of the pressure sensors by relocating the proposed location of the sensor to measure the pressure in the common force main rather than in individual pump discharge lines. Motion was made by Blauvelt, seconded by Depew to order the meters and equipment now for \$10,219 and also authorize Chairman Musto to order Muffin Monster per T & M Associate's recommendation for \$35,000. Motion was unanimous.

INSURANCE

Steve Sumner attended the meeting to provide ATA with the 2012 insurance costs. The policy was reviewed. Motion by Depew, seconded by Blauvelt to approve Gannon's proposal and also approve the additional public official coverage's of non monetary defense limits of \$10,000/\$50,000 and Civil Defense limits of \$50,000/\$300,000.

Motion by Depew, seconded by Cockcroft to approve the minutes of the November 21, 2011 meeting as written. Motion was unanimous.

MAINTENANCE

Bob Blauvelt, employee, reported a situation he saw on King Lane (Road B) with Chesapeake putting in sluice pipes for their driveways. The slice is on top of our sewer line and we don't have 4 feet of cover and the storm water is going to discharge right on top of the sewer line at the end of the last driveway slice. We will check our plans and see if anything was pointed out regarding this during the review process.

Blauvelt stated he contact Athens Borough about smoke testing Hickory Heights and this should be done after the 1st of the year. Fluid Kinetics' serviced the pumps at #6 and we have received the seals and O rings. They explained to Blauvelt how to change them out, but he would have Jones in Endicott come down and do the work. Fluid Kinetics' recommended Jones to do it if ATA didn't want to do it ourselves. Blauvelt has contacted Jones and they will get back to him. As soon as we get this done, we can do another draw down test to see if they helped.

Blauvelt went to the Bunt House and served Mr. Bunt with the notice from Sheriff's office that the house is owned by ATA. He was told to leave within 15 days, which the time period will be up on the 20th. Blauvelt is going to house on the 20th to see if has left, and will change locks on the 21st. ATA will contact Penelec and have the electric placed in our name immediately so no harm is done with frozen pipe. Discussion followed about renting the house or selling. Motions by Depew, seconded by Blauvelt to contact Novak and have them do an appraisal on the property and to sell the house. Motion was carried with Cockcroft abstaining.

FINANCIAL

The following bills were reviewed for payment. Motion by Cockcroft, seconded by Depew to approve the payment of the following bills that total \$59,036.48. Motion was unanimous.

Aqua Pa. Water	\$27.40
Borough of Sayre	\$2,110.48
Fluid Kinetics', Inc.	\$12,252.00
Gannon Associates	\$375.00
Horn's True Value	\$22.10
Niemiec, Smith & Pellinger	\$240.00
Pa. one Call	\$7.60
Penelec	\$1,742.02
Pitney Bowes – purchase power	\$100.00
Sweetland Engineering & Associates	\$4,499.43
T & M Associates	\$36,162.42
Time Warner Cable	\$41.50
USA Bluebook	\$75.86
Valley Energy	\$95.67
Valley Joint Sewer Authority	\$880.00
Valorie Huckabee (annual payroll subscription reimbursement)	\$395.00
TOTAL	\$59,036.48

The 2012 Budget was reviewed. The current rate schedule will stay the same at \$130 per EDU per quarter. The income that is budget also does not include FEMA Housing and any of the hotels. Discussion followed about opening a saving account for future capacity purchase. Motion was made by Cockcroft, seconded by Depew, to approve the 2012 budget, transferring \$50,000 into the new account for future capacity purchase. Motion was unanimous.

Chairman Musto discussed the calculations for commercial users. The Valley Joint Sewer Authority calculations is 180 gpd use, 16,200 gallons per quarter is an EDU. We charge commercial users 200 gpd, 18,000 gallons per quarter is an EDU. ATA has billed 18,000 per quarter since day 1 of sewer billing, approximately 25 years now. Motion by Depew, seconded by Blauvelt to change the commercial charge to 16,200 to equal an EDU (\$130 a quarter), just like we get bills by V.J.S.A., effective 1/1/12, which will actually bill 4/1/12 at new rate. Motion was unanimous. Chairman Musto will write a press release for the change. Residential user rate will not change.

LEGAL

Attorney Smith has the papers to file to evict Bunt from our Wilawana house just in case he doesn't live on the 20th. Chairman Musto signed the papers.

OTHER BUSINESS

The meetings for 2012 will remain the 3rd Monday at 5:30 p.m. February will remain on Presidents Day as scheduled.

Meeting recessed into executive session for personnel matter at 6:55 p.m. Meeting reconvened at 7:17 p.m. Motion by Depew made a motion that Cockcroft be supervisor of Bob Blauvelt, seconded by Musto, vote was carried with Blauvelt abstaining. Motion by Musto, seconded by Cockcroft to renew Blauvelt's contract with removing the probation part and must have license 12/31/12. Motion was unanimous with Blauvelt abstaining. Discussion followed that if Tom McCloe is going to be the backup person, then he must meet with board to be hired. Cockcroft will report to the board on Blauvelt progress on operating system and defining his duties. Meeting adjourned 7:31 p.m.

Respectfully submitted,

Valorie L. Huckabee

Secretary