

The reorganization and regular monthly meetings of the Smithfield Sewer Authority was held on Monday, January 8, 2024 at 1:00 pm in the Smithfield Township Municipal Building with the following members present Russell C. Albert II (Chairman), Marianne Bridges(Treasurer), Robert Lovenheim(Secretary), Terri Timko, (Assistant Secretary), Ben Kutz, (Engineer), and Robert Kidwell (Solicitor)

Ms. Corrissa Gehring and Mr. Alex Jackson were also present.

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

There being no corrections or additions to the minutes from the meeting held on Monday, December 12, 2023, a motion was made by Ms. Bridges to approve the minutes as written by the Assistant Secretary. Seconded by Ms. Timko and carried unanimously.

REORGANIZATION—2024

A motion was made by Mr. Lovenheim to approve the nominations of Officers, retain Professionals and Financial Services as stated, and a regular Board meeting date of the 2nd Monday of every month with a time of 1:00pm. Seconded by Ms. Bridges and carried unanimously.

The 2024 Officers and Professionals are as follows:

Chairman	Russell C. Albert II
Vice-Chairman/Treasurer	Marianne Bridges
Secretary	Robert Lovenheim
Assistant Secretary/RTK Officer	Terri Timko
Member	Vacant
Meeting Date & Time	2nd Monday of each month at 1:00pm
Solicitor	Newman Williams, PC
Alternate Solicitor	Deborah L. Huffman, Esq.
Special Solicitor for Legal Issues	Josele Cleary, Esq.
Authority Engineer	Gilmore & Associates, Inc.
Alternate Authority Engineer	Hanover Engineering Associates, Inc.
Engineer for 447 Storm Pipe	Hanover Engineering Associates, Inc.
Alternate Engineer for 447 Storm Pipe	Gilmore & Associates, Inc.
Enforcement Officer	Gilmore & Associates, Inc.
Auditors	Kirk, Summa & CO., LP
Financial Advisor	Kirk, Summa & CO., LP
Alternate Financial Advisor	Riley & Company, Inc.
Designated Depository	ESSA Bank & Trust & PLGIT
Payroll Company	Payrolls Unlimited
Pension Plan	Pennsylvania Municipal Retirement System

A motion was made by Mr. Lovenheim to approve the same office hours as 2023. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Lovenheim to reaffirm the Authority fee structure. Seconded by Ms. Bridges and carried unanimously.

The 2024 Fees are as follows:

Tapping Fee	\$4,500 per EDU
User Fee	\$162.50/160.00 per EDU
Reservation Fee	\$97.50 per EDU
Stand By Fee	\$100.00
Inspection Fee	\$175.00 for single family residence
Legal/Engineering Review Fee	based on size/scope of project
Sewer Certification Fee	\$25.00 per request
Storm Water User Fee	based on use calculation
Enforcement Fees	based on violation

REGULAR MEETING

SOLICITOR REPORT –Mr. Robert Kidwell, Esq.

Mr. Kidwell informed the Board that the owners of 115 Twin Falls Road signed the Agreement of Sale with the Sewer Authority on 1/4/2024.

A motion was made by Ms. Bridges to Authority Mr. Kidwell, Mr. Albert, and Ms. Timko to work on financing for the 115 Twin Falls Road purchase with ESSA. Seconded by Mr. Lovenheim and carried unanimously.

A motion was made by Ms. Bridges to authorize Mr. Albert to contact Dave McGarry at Dansbury Design and Drafting for design of both buildings located at 115 Twin Falls Road. Seconded by Mr. Lovenheim and carried unanimously.

ENGINEERS REPORT

SANITARY SEWER – Gilmore & Associates – Ben Kutz – Copy of report provided to each member and reviewed by Mr. Kutz. Mr. Kutz informed the Board that Gilmore & Associates was in the process of changing their accounting system, and we would be receiving invoices starting in February.

Mr. Albert stated that he would be forwarding information to Michelle Bisbing at PMIPA, showing the change to directional boring for Phase 1 for the 209 extension.

The Status of amendment to Act 537 plan for Seven Bridge Road Sanitary Sewer Expansion. Mr. Kutz is waiting to receive a task activity report from DEP.

Status of NPDES Permit Renewal. A discussion took place regarding a Township violation found on the Authorities renewal application. Mr. Lovenheim was asked for approval for Mr. Kutz to reach out to the Township engineer to discuss the Townships Storm Water violation, and to see if the matter has been resolved. Mr. Lovenheim approved on behalf of the Township.

447 STORM PIPE – Hanover Engineering-nothing to report.

Discussion took place regarding the severe Storm Water Drainage issue occurring prior to the Authorities 447 Storm pipe. Who is responsible for these storm grates, LVHN, PennDOT or the Township. The Authority is awaiting a response.

SYSTEM OPERATOR'S REPORT: -report was received and reviewed by Mr. Albert

Updates on Smithfield Gateway: no change

Waiting for revisions of Sewer Service Agreement.

Phase 1A-2 Wawa Site. Land Development plans have been received and reviewed by the Township.

Phase 1A-2 Wawa Site. Utility plans are under review. The Authority is waiting on two \$5,000 escrow deposits. Review will not be finalized until Escrow monies are received. Review letter has been sent and is waiting for a response from Gateway. Response not received to date.

Mr. Albert will be contacting Mr. Olmstead from DEPG.

Mr. Albert informed the Board that the Future Capacity Study continues to be ongoing. Mr. Albert did meet with the New East Stroudsburg Borough Manager regarding outstanding requested information. Mr. Albert will reach out to Borough Manager requesting a status update.

The resubmission of the LSA Grant through MCIDA for the remaining balance needed to continue the Seven Bridge Road Extension phases was submitted in September 2023. The Authority should be notified of result in late spring.

Status of the Pa Small Water and Sewer Grant Program-Submitted 12/21/2022. We have had contact with DCED asking for update to costs. This was provided. The anticipated meeting on Grants will be early summer 2023.

This Grant is for the Ash & Holly Lanes extension. DCED tabled until their November 2023 meeting. Mr. Albert reached out to Rosemary Brown and Tara Probst and was informed that the meeting will be held on

11/21/2023. The Authority received information that the meeting would be rescheduled to January 2024. The Authority was awarded the grant on 12/19/2023 in the amount of \$134,343.00. Mr. Albert will be reaching out to the Lake Valhalla Association for a Right of Way agreement.

A motion was made by Mr. Lovenheim to authorize Mr. Albert and Ms. Timko to sign all the necessary documents for this grant, pending review by Mr. Kidwell and Mr. Kutz. Seconded by Ms. Bridges and carried unanimously.

Status of Grant submission to Local Share Account Statewide-submitted 11/27/2023.

NEW BUSINESS:

A motion was made by Ms. Bridges to authorize Mr. Albert and Ms. Timko to transfer funds to better investments for the Authority. Seconded by Mr. Lovenheim and carried unanimously.

A motion was made by Ms. Bridges to ratify the additional invoices released by email approval in the amount of \$8,742.25. Seconded by Mr. Albert and carried unanimously.

A motion was made by Ms. Bridges to pay the bills through January 8, 2024 in the amount of \$21,854.49. Seconded by Mr. Lovenheim and carried unanimously.

A motion was made by Ms. Bridges to ratify payroll and payroll taxes for December 2023 in the amount of \$13,837.11. Seconded by Mr. Lovenheim and carried unanimously.

A motion was made by Ms. Bridges to change the mileage rate to the IRS2024 rate of \$0.67 cents per mile. Seconded by Ms. Timko and carried unanimously.

Statement of Financial Interests were given to all Board members.

There being no further business to discuss, a motion was made by Mr. Lovenheim to adjourn the meeting at 2:15pm.

Respectfully submitted,
Terri Timko, Assistant Secretary
Smithfield Sewer Authority
January 8, 2024