

SMITHFIELD SEWER AUTHORITY AGENDA
JANUARY 12, 2026 1:00 P.M.

PLEDGE OF ALLEGIANCE TO THE FLAG:

ROLL CALL:

BOARD: Russell Albert, Marianne Bridges, Michael Albert, Terri Timko

LEGAL: Robert Kidwell, Esq.

ENGINEER: Ben Kutz, P.E.

STAFF: Corissa Gehring and Norbert Erichsen

PUBLIC:

APPROVE MINUTES OF MEETING HELD ON DECEMBER 8, 2025, AS WRITTEN:

PUBLIC COMMENT PERIOD FOR ITEMS ON THE AGENDA:

<u>REORANIZATION</u>	<u>PRESENTLY or PROPOSED</u>	<u>NOMINATIONS</u>
CHAIRMAN/ADMINISTRATOR	RUSSELL C. ALBERT II	
VICE-CHAIRMAN/TREASURER	MARIANNE BRIDGES	
SECRETARY	MICHAEL ALBERT	
ASSISTANT SECRETARY/AUTHORITY MGR	TERRI TIMKO	
MEMBER	VACANT	
ASSISTANT CLERK	CORISSA GEHRING (non-member/staff)	
UTILITY STAFF	NORBERT ERICHSEN (non-member/staff)	
MEETING DATE & TIME	2 nd 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.	
RIGHT TO KNOW OFFICER	TERRI TIMKO	
AUDITORS	KIRK, SUMMA & CO., LP FINANCIAL	
FINANCIAL ADVISOR	KIRK, SUMMA & CO., LP	
ALTERNATE FINANCIAL ADVISOR	RILEY & COMPANY, INC.	
DESIGNATED DEPOSITORY	ESSA BANK & TRUST & PLGIT	
PAYROLL COMPANY	ADP	
PENSION FUND	PENNSYLVANIA MUNICIPAL RETIREMENT SYSTEM	
PENSION FUND OFFICERS	TERRI TIMKO/MARIANNE BRIDGES	
SUGGESTED OFFICE HOURS	8:00am to 4:00pm	

REAFFIRM FEES

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
Application Fee (residential)	\$150.00 minimum (subject to initial review-potential for additional fee depending on information required)
Inspection Fee	\$175.00-single family home
Grinder Pump Inspection Fee	based on pump size
Legal/Engineering Review Escrow 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

SOLICITORS REPORT – ROBERT KIDWELL ESQ.:

115 Twin Falls Road LDP review and responses to proposed LDP agreement.
Ash & Holly Lanes Extension review of closeout documents.

ENGINEERS' REPORTS:

SEWER—BEN KUTZ:

Review Monthly Report
Status of ASH & Holly Lane Project
Status of PA DEP Pre-Planning: Discuss Gilmore & Associates revised scope of services for the Overall Seven Bridge Road(209) Extension Project, including requirements of Township SEO for evaluations of existing septic systems.
Grinder Pump Inspections/Rules & Regulations Update
Motion to approve Resolution 1-2026 Amending Authority's Rules & Regulations

447 STORM PIPE—SAL CAIAZZO/MIKE MUFFLEY

SYSTEM OPERATOR'S REPORT:

Review Monthly Report.

UTILITY STAFF REPORTS:

PA1 Calls – 4 tickets marked, 9 tickets cleared

UNFINISHED BUSINESS:

Smithfield Gateway—no changes - waiting for revisions of Sewer Service Agreement
Future capacity study—no changes
Status of Grant submission to Local Share Account Statewide-12/18/2025 Authority awarded \$280,000.00.
Status of Local Share Account – Monroe County 2025 Grant resubmission for the Seven Bridge Road Extension.
Submitted 9/22/2025
Status of Local Share Account Statewide 2025 – Grant resubmission for the Seven Bridge Road Extension.
Submitted 11/19/2025.
Status of 115 Twin Falls Road: Office-Garage space (Land Development/Architect)
Phase 1-status of garage maintenance contract-Phase 1 complete
Status of Dr. Kahn Project – review proposed HOP for Franklin Hill Lane Pump Station
Status of Private Pump Station facilities. Mosier Pump Station – pump received and being installed 1/12/2025.

NEW BUSINESS:

Motion to ratify additional December 2025 bills approved by email in the amount of \$ 11,246.85.

Motion to approve payment to Prosser Labs for Mosier PS rebuilt pump in the amount of \$25,083.77, contingent upon installation and testing.

Motion to pay the bills through January 12, 2025 and ratify the expenditures in the amount of \$72,069.42.

Motion to ratify payroll and payroll taxes for December 2025 in the amount of \$19,828.07.

Motion to approve IRS 2026 Mileage rate of 72.5 cents per mile for staff.

Motion to approve final 2026 Storm Water and 2026 Sewer Budgets per the attached Budget Documents.

Motion to approve Employee use Truck Policy.

Statement of Financial interests given to all Board members.

Discuss Township BOS meetings follow up memos.

Status of possible financing for 115 Property purchase, site improvements, Office renovations, major sewer system upgrades, etc. Presentation by Jaime Schlesinger/Managing Director – PFM Financial Advisors, LLC.

PUBLIC COMMENT PERIOD:

MOTION TO ADJOURN: