

**SMITHFIELD SEWER AUTHORITY AGENDA
JANUARY 8, 2024 1:00 P.M.**

PLEDGE OF ALLEGIANCE TO THE FLAG:

ROLL CALL:

Russell Albert, Marianne Bridges, Robert Lovenheim, Terri Timko, Ben Kutz, Robert Kidwell
Corissa Gehring

APPROVE MINUTES OF MEETING HELD ON DECEMBER 11, 2023, AS WRITTEN:

PUBLIC COMMENT PERIOD FOR ITEMS ON THE AGENDA:

REORANIZATION	PRESENTLY or PROPOSED	NOMINATIONS
CHAIRMAN	RUSSELL C. ALBERT II	
VICE-CHAIRMAN/TREASURER	MARIANNE BRIDGES	
SECRETARY	ROBERT LOVENHEIM	
ASSISTANT SECRETARY/RTK OFFICER	TERRI TIMKO	
MEMBER	VACANT	
ASSISTANT CLERK	CORISSA GEHRING	
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 FOR 447 STORM PIPE	HANOVER ENGINEERING ASSOCIATES, INC. ENGINEER HANOVER ENGINEERING ASSOCIATES, INC.	
ALTERNATE ENGINEER FOR 447 STORM PIPE ENFORCEMENT OFFICER	GILMORE & ASSOCIATES, INC. 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	
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	
Inspection Fee	\$175.00-single family home	
Legal/Engineering Review Fee	based on size/scope of project	
Sewer Certification Fee	\$25.00 per request	

Storm Water User Fee
Enforcement Fees

based on use calculation
based on violation

REGULAR MEETING

SOLICITORS REPORT – ROBERT KIDWELL ESQ.:

Status of potential office space for the Authority at 115 Twin Falls Road

ENGINEERS REPORTS:

SEWER—BEN KUTZ:

Review Monthly Report

Status of Phase 1 for the 209 extension

Status of amendment to Act 537 plan for Seven Bridge Road Sanitary Sewer Expansion

447 STORM PIPE—SAL CAIAZZO/MIKE MUFFLEY

SYSTEM OPERATOR’S REPORT

Review Monthly Report.

UNFINISHED BUSINESS:

Smithfield Gateway—waiting for revisions of Sewer Service Agreement

Phase 1A-2 Wawa Site—Land Development plans submitted to Township. Conditional approval by Township. Building plans not submitted to date.

Phase 1A-2 Wawa Site---Utility plans submitted to the Authority—under review by Gilmore & Assoc., on hold for escrow check.

Future capacity study—ongoing-Waiting for 3rd Street flow study report from Borough of East Stroudsburg Engineer.

Status of Grant resubmission to Local Share Account through MCIDA-resubmission 9/19/2023

Status of submission for grant through Pa Small Water and Sewer Program-Submitted 12/21/2022 -Authority awarded Grant on 12/19/2023 in the amount of \$134,343.00 for the Ash/Holly Lane Extension

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

NEW BUSINESS:

Motion to authorize Mr. Albert and Ms. Timko to transfer funds into better investments.

Motion to ratify additional December bills approved by email in the amount of \$ 8,742.25.

Motion to pay the bills through January 8, 2024 and ratify the expenditures in the amount of \$21,854.49.

Motion to ratify payroll and payroll taxes for December 2023 in the amount of \$13,837.11.

Motion to change Mileage rate to the IRS 2024 rate of \$0.67 cents per mile.

Statement of Financial interests given to all Board members.

PUBLIC COMMENT PERIOD:

MOTION TO ADJOURN: