

The regular monthly meeting of Smithfield Sewer Authority was held on Monday, September 8, 2025 at 1:00 pm in the Smithfield Township Municipal Building with the following members present; Russell C. Albert II (Chairman), Marianne Bridges (Vice-Chairman/Treasurer), Michael Albert, (Secretary) – arrived at 1:15pm, Terri Timko, (Assistant Secretary), Ben Kutz, (Engineer) and Robert Kidwell (Solicitor).

Mr. Norb Erichsen was also present.

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

There being no corrections or additions to the minutes from the meeting held on Monday, August 11, 2025, a motion was made by Ms. Bridges to approve the minutes as written by the Assistant Secretary. Second, Mr. R. Albert and approved unanimously.

REGULAR MEETING

SOLICITOR REPORT –Mr. Robert Kidwell, Esq.

Mr. Kidwell notified the Board that he reviewed the Amendment for the \$50,000 & \$220,000 LSA Grants, Promissory Note and Construction Easements for Ash Lane Residents and the RFP for 115 Twin Falls Road Garage proposals. Mr. R. Albert added that Brown & Brown performed a review of the RFP and found it to be acceptable.

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 the tentative start date for the Ash & Holly Lanes Extension is September 15, 2025. Discussion took place regarding the status of PA DEP pre-planning for Phase 1 and 2 for the Seven Bridge Road Extension. Mr. Kutz is updating the overall phasing plan.

Motion was made by Ms. Bridges to authorize Mr. Kidwell to generate a letter to DEP asking what the status is on pending documents DEP had promised to provide. Second Mr. R. Albert and approved unanimously.

447 STORM PIPE – Hanover Engineering-nothing to report. – No Change

Mr. R. Albert requested quotes from Hanover and is waiting on reply. A motion was made at the July meeting to approve acceptable proposal under the bidding threshold for inspecting several manholes along the 447 Storm Water Pipe.

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

Mr. Kutz to contact Prosser regarding pump rails located at the Village Center PS.

Note: This was a miss statement. Rails were replaced at Village Center(Weis Mkt) grinder pump station.

UTILITY STAFF REPORT: PA1 Call monthly data was reviewed by Mr. R. Albert

UNFINISHED BUSINESS:

Updates on Smithfield Gateway: no change: Waiting for revisions of Sewer Service Agreement and response regarding the LOC for the Wawa site. To date, no response has been received by Mr. Kutz or Mr. Kidwell.

Borough of East Stroudsburg: no change: Mr. R. Albert informed the Board that the Future Capacity Study continues to be ongoing. An additional Addendum to the Agreement with Borough of East Stroudsburg may be required for additional flow to 3rd Street and redirect flow from 209/447 Pump Station to the Authority Waste Water Treatment Plant. Mr. R. Albert emailed Mr. Kelly Lewis, Borough Manager, requesting a meeting, to include Engineers and Finance individuals. Waiting on Borough response. Current flow data for East Brown St and Third Street was provided, per request of the Borough.

Status of Local Share Account Statewide 2024- Grant application submitted 11/27/2024. Response received that grants would be awarded in September 2025.

115 Twin Falls Road/Office Space. Mr. R. Albert informed the Board the Land Development Plan was approved by the Planning Commission on 8/14/2025 and approved by the Board of Supervisors with waivers on 8/26/2025. Phase 2 bids for Garage Repairs to be received 10/6/2025.

Status of the Dr. Kahn Project land transfer and HOP. Refer to July 14, 2025 minutes for comments. Nothing new to report.

Discussion took place regarding privately owned pump stations. Mosier's Pump Station escrow funds are replenished and pump to be ordered. Status of ESU PS is pending response.

NEW BUSINESS:

Motion was made by Mr. M. Albert to pay the bills through September 8, 2025 and ratify expenditures in the amount of \$58,440.21. Second, Ms. Bridges and approved unanimously.

Motion was made by Ms. Bridges to ratify payroll and payroll taxes for August 2025 in the amount of \$19,556.70. Second, Mr. M. Albert and approved unanimously.

Motion was made by Mr. M. Albert to accept the 2026 MMO report for the Authority Pension Plan with PMRS. Second Ms. Bridges and approved unanimously.

Motion was made by Mr. M. Albert to reschedule the October 13th Authority meeting to October 6th at 2:00pm. Second by Ms. Bridges and approved unanimously.

PUBLIC COMMENT:

No public comment.

There being no further business to discuss, a motion was made by Mr. R. Albert to adjourn the meeting at 1:56 pm. Second by Mr. M. Albert and approved unanimously.

Respectfully submitted,

Terri Timko
Assistant Secretary
Smithfield Sewer Authority
September 8, 2025