

The Reorganization meeting and regular monthly meeting of Smithfield Sewer Authority was held on Monday, January 12, 2026 at 1:00 pm in the Smithfield Township Municipal Building with the following members present; Russell C. Albert II (Chairman), Michael Albert, (Secretary), Terri Timko, (Assistant Secretary), Ben Kutz, (Engineer) and Robert Kidwell (Solicitor).

Ms. Corissa Gehring 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, December 8, 2025, motion was made by Mr. M. Albert to approve the minutes as written by the Assistant Secretary. Second, Mr. R. Albert and carried unanimously.

REORGANIZATION—2026

Motion was made by Mr. M. Albert to approve the nominations of Officers, retain Professionals and Financial Services as stated, monthly Board meeting date of the 2nd Monday of every month with a time of 1:00pm and the same office hours as 2025. Second Ms. Timko and carried unanimously.

The 2026 Officers and Professionals are as follows:

Chairman/Administrator	Russell C. Albert II
Vice-Chairman/Treasurer	Marianne Bridges
Secretary	Michael Albert
Assistant Secretary/Authority Manager	Terri Timko
Member	Vacant
Assistant Clerk	Corissa Gehring (non-member/staff)
Utility Foreman	Norbert Erichsen (non-member/staff)
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.
Right to Know Officer	Terri Timko
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	ADP – Run Platform
Pension Fund	Pennsylvania Municipal Retirement System
Pension Fund Officers	Terri Timko/Marianne Bridges

Motion was made by Mr. M. Albert to reaffirm the Authority fee structure. Second Mr. R. Albert and carried unanimously.

The 2026 Fees are as follows:

Tapping Fee	\$4,500 per EDU
User Fee	\$162.50 per qtr./160.00 per qtr. w/electronic invoicing discount 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 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 reviewed and offered responses/changes to proposed 115 Twin Falls Road Land Development Plan Agreement. The Board agreed to the changes. Mr. M. Albert stated that the revisions requested by the Authority will be considered at Board of Supervisors meeting on January 28, 2025. Mr. Kidwell also reviewed the closeout documents for the Ash & Holly Lanes Extension and found no issues.

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 he reviewed the closeout documents for the Ash & Holly Lanes Extension and found no issues.

Motion was made by Mr. R. Albert to release final payment to Wexcon for the Ash & Holly Lanes Extension, second Mr. M. Albert and carried unanimously.

Mr. Kutz provided to the Board an outline and cost estimates for design and permitting services for the Seven Bridge Road Sewer Extension. Mr. Kutz also provided property owner letter and survey form for the Township SEO to review. Mr. Kutz contacted the Township SEO and requested a budget for the DEP required inspections.

Mr. Kutz discussed new criteria for Grinder Pump Inspections, and the updates of the Rules and Regulations.

Motion was made by Mr. M. Albert to approve Resolution 1/2026 Amending Authority's Rules & Regulations. Second Mr. R. Albert and approved unanimously.

447 STORM PIPE – Hanover Engineering-nothing to report.

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

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

UNFINISHED BUSINESS:

Updates on Smithfield Gateway: Revisions to overall Sewer Service Agreement.

Borough of East Stroudsburg: no change:

Status of Local Share Account Statewide 2024: 12/18/2025 – Authority awarded \$280,000.00.

Status of Local Share Account -Monroe County 2025 – Seven Bridge Road Extension – submitted 9.22.2025.

Status of Local Share Account-Statewide 2025 – Seven Bridge Road Extension - submitted 11/19/2025.

Status 115 Twin Falls Road/Office Space.

Motion was made by Mr. M. Albert to authorize Schoonover & Vanderhoof to proceed with progress drawings. Second Ms. Timko and carried unanimously.

Status of the Dr. Kahn Project land transfer and HOP. Review proposed HOP for Franklin Hill Lane Pump Station.

Status of private Pump Station Facilities – Mosier Pump Station – pump received with installation on 1/12/2025.

NEW BUSINESS:

Motion was made by Mr. M. Albert to ratify additional December 2025 bills approved by email in the amount of \$11,246.85. Second, Mr. R. Albert and carried unanimously.

Motion was made by Mr. M. Albert to approve payment to Prosser Labs for Mosier Pump Station rebuilt pump in the amount of \$25,083.77, contingent upon installation and testing. Second Mr. R. Albert and carried unanimously.

Motion was made by Mr. M. Albert to pay the bills through January 12, 2026 and ratify expenditures in the amount of \$72,069.42. Second Mr. R. Albert and carried unanimously.

Motion was made by Mr. M. Albert to ratify payroll and payroll taxes for December 2025 in the amount of \$19,828.07 Second, Mr. R. Albert and carried unanimously.

Motion was made by Mr. M. Albert to approve IRS 2026 Mileage rate of 72.5 cents per mile. Second, Mr. R. Albert and carried unanimously.

Motion was made by Mr. M. Albert to approve 2026 Storm Water and 2026 Sewer Budgets per the attached line item budget documents. Second Ms. Timko and carried unanimously.

Motion was made by Mr. M. Albert to approve employee use truck policy, Second Mr. R. Albert and carried unanimously.

Statement of Financial Interests distributed to each Board Member.

Discussion took place regarding Township BOS meeting follow up memos. The Authority started receiving follow up memos in July of 2020 and would like to continue. Mr. M. Albert will discuss with Township Manager.

Mr. Jaime Schlesinger arrived at 2:00pm

Presentation Mr. Jaime Schlesinger – Managing Director for PFM Financial Advisors, LLC

Mr. M. Albert and Mr. Kidwell left meeting at 2:30pm.

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 3:15pm.

Respectfully submitted,

Terri Timko
Assistant Secretary
Smithfield Sewer Authority
January 12, 2026