

SMITHFIELD SEWER AUTHORITY AGENDA
JANUARY 13, 2025 1:00 P.M.

PLEDGE OF ALLEGIANCE TO THE FLAG:

ROLL CALL:

BOARD: Russell Albert, Marianne Bridges, Robert Lovenheim (Michael Albert), Terri Timko,
Ben Kutz, Robert Kidwell

STAFF: Corissa Gehring and Norbert Erichsen

PUBLIC:

APPROVE MINUTES OF MEETING HELD ON DECEMBER 9, 2024, AS WRITTEN:

PUBLIC COMMENT PERIOD FOR ITEMS ON THE AGENDA:

ACCEPT RESIGNATION FROM ROBERT LOVENHEIM & RECOGNIZE NEW MEMBER MICHAEL ALBERT

<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 FOREMAN	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)(New Item)	\$150.00 minimum (subject to initial review-potential for additional fee depending on information required)
Inspection Fee	\$175.00-single family home
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.:

Result of Zoning Hearing on Variances for 115 Twin Falls Road

ENGINEERS' REPORTS:

SEWER—BEN KUTZ:

Review Monthly Report

Status of ASH & Holly Lane Project

Status of Phase 1 for the 209 extension

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--Escrow for additional sanitary sewer installation inspections requested.

Future capacity study—ongoing-Waiting for 3rd Street flow study report from Borough of East Stroudsburg Engineer. Status of meeting to discuss ongoing and future capacity needs of the Authority.

Status of Grant submission to Local Share Account Statewide-10/22/2024 Authority awarded \$250,000.00.

Status of Local Share Account – Monroe County 2024 Grant resubmission for the Seven Bridge Road Extension. Submitted 9/17/2024

Status of Local Share Account Statewide 2024 – Grant resubmission for the Seven Bridge Road Extension submitted 11/27/2024.

Status of 115 Twin Falls Road: Office-Garage space (Land Development/Architect)

Phase 1-status of garage maintenance contract-Phase 1 complete

NEW BUSINESS:

Motion to ratify additional December 2024 bills approved by email in the amount of \$ 65,324.41.

Motion to pay the bills through January 13, 2025 and ratify the expenditures in the amount of \$90,946.72.

Motion to ratify payroll and payroll taxes for December 2024 in the amount of \$17,293.97.

Motion to approve IRS 2025 Mileage rate of \$0.70 cents per mile for staff.

Approval of final 2025 Storm Water and 2025 Sewer Budgets

WWTP-security cameras installed and operating

Statement of Financial interests given to all Board members.

PUBLIC COMMENT PERIOD:

MOTION TO ADJOURN: