

The reorganization meeting and monthly meetings of the Smithfield Sewer Authority was held on Monday, January 9, 2023 at 1:00 pm in the Smithfield Township Municipal Building with the following members present Russell C. Albert II (Chairman), Robert Lovenheim, (Secretary), Terri Timko, (Assistant Secretary), Ben Kutz, (Engineer) and Robert Kidwell Esq. (Solicitor)

Ms. Corrissa Gehring was also present.

Mr. 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 12, 2022, a motion was made by Mr. Albert to approve the minutes as written by the Assistant Secretary. Seconded by Ms. Timko and carried. Mr. Lovenheim abstained as he was not present at the December meeting.

REORGANIZATION – 2023

A motion was made by Mr. Lovenheim to approve the nominations of Officers, retain all Professionals as stated, meeting date of the 2nd Monday of every month with a time of 1:00pm and the same office hours from 2022. Seconded by Ms. Timko and carried unanimously.

The 2023 Officers and Professionals are as follows:

Chairman	Russell C. Albert II
Vice-Chairman/Treasurer	Marianne Bridges
Secretary	Robert Lovenheim
Assistant Secretary/RTK Officer	Terri Timko
Member	Vacant
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.
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

A motion was made by Mr. Lovenheim to reaffirm the Authority fee structure. Seconded by Ms. Timko and carried unanimously.

The 2023 Fees are as follows:

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 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

REGULAR MEETING

SOLICITOR REPORT –Mr. Robert Kidwell, Esq.

A motion was made by Mr. Lovenheim to approve the release of final notice letter to homeowners located on B209-Milford Road regarding connection. Seconded by Ms. Timko and carried unanimously.

Mr. Albert discussed correspondence received regarding PPL. Map will be provided to Mr. Kidwell and Mr. Kutz

ENGINEERS REPORT

SANITARY SEWER – Gilmore & Associates – Ben Kutz – Copy of report provided to each member and reviewed by Mr. Kutz.

Discussion took place regarding the status of bidding WWTP pump station refurbishment. Mr. Kidwell's comments have been addressed.

A motion was made by Mr. Albert to authorize Gilmore & Associates to advertise the bid and to notify and potential contractors. Seconded by Mr. Lovenheim and carried unanimously. (Bid opening will take place on 2/10/23 at 12:00pm)

Discussion took place regarding manhole refurbishment by Advanced Rehabilitation Technology. Mr. Albert asked Mr. Kutz to remove 3rd street manhole as there has not recently been infiltration in the manholes within that area. Mr. Kutz will ask for and updated quote from ART.

447 STORM PIPE – Hanover Engineering-nothing to report.

SYSTEM OPERATOR'S REPORT: -Copy of report was provided to each member and reviewed by Mr. Albert.

UNFINISHED BUSINESS:

No update on Smithfield Gateway. Waiting on revisions of Sewer Service Agreement and a contact name of who services the Mosier's pump station.

Mr. Albert informed the Board that the Future Capacity Study continues to be ongoing. Mr. Albert discussed the Resolution regarding tapping fees, which has a section for establishment of future tapping fee amounts. Mr. Albert asked Ben to provide budget to add review of Tapping and Use Fees to the Study.

Mr. Albert informed the Board that the Seven Bridge Road Extension is subject to funding prior to design.

No update on the status of funding with Local Share Account through MCIDA. Request was submitted 8/22/2022 and clarification were requested on 11/21/2022. Mr. Albert will be contacting Senator Brown and State Representative Probst, so they are aware of the Authority's request.

Status of additional \$100,000.00 funding from Board of Supervisors for. Letter of Commitment was received on 11/21/2022.

NEW BUSINESS:

A motion was made by Mr. Albert to pay the 1/15/2022 FINAL bond payment in the amount of \$469,650.00. Seconded by Mr. Lovenheim and carried unanimously. Mr. Albert informed the board that all advanced monies from the Township and Bond are now paid in full.

A motion was made by Mr. Albert to ratify the additional December bills approved by email in the amount of \$153,313.22. Seconded by Mr. Lovenheim and carried unanimously.

A motion was made by Mr. Albert to pay the bills through January 9, 2023 in the amount of \$55,201.84. Seconded by Mr. Lovenheim and carried unanimously.

A motion was made by Ms. Timko to change the mileage rate to the IRS 2023 rate of \$0.655 cents per mile. Seconded by Mr. Lovenheim and carried unanimously.

A motion was made by Mr. Albert to hire Corissa Gehring for the Assistant Clerk position per terms agreed to. Seconded by Mr. Lovenheim and carried unanimously.

Statement of Financial Interests were given to all Board members.

There was no further business to discuss. A motion was made by Mr. Lovenheim the meeting be adjourned at 1:48pm. Seconded by Mr. Albert and carried unanimously.

Respectfully submitted,

Terri Timko, Assistant Secretary
Smithfield Sewer Authority
January 9, 2023