

The reorganization and regular monthly meetings of the Smithfield Sewer Authority were held on Monday, January 13, 2025 at 1:00 pm in the Smithfield Township Municipal Building with the following members present Russell C. Albert II (Chairman), Marianne Bridges(Treasurer), Michael Albert(Secretary), Terri Timko, (Assistant Secretary), Ben Kutz, (Engineer), and Robert Kidwell (Solicitor)

Ms. Corrissa Gehring and Mr. Norb Erichsen were 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 9, 2024, a motion was made by Ms. Bridges to approve the minutes as written by the Assistant Secretary. Seconded by Ms. Timko and carried unanimously. Mr. M. Albert abstained as he was not present at the December meeting.

Discussion took place regarding the resignation of Mr. Robert Lovenheim. New Member, Mr. Michael Albert was recognized.

**REORGANIZATION—2025**

A motion was made by Mr. M. Albert to approve the nominations of Officers, retain Professionals and Financial Services as stated, and a regular Board meeting date of the 2<sup>nd</sup> Monday of every month with a time of 1:00pm. Seconded by Ms. Bridges and carried unanimously.

**The 2025 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                          |
| Utility Foreman                       | Norbert Erichsen                         |
| <br>                                  |  |
| Meeting Date & Time                   | 2nd Monday of each month at 1:00pm       |
| <br>                                  |  |
| 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             |

A motion was made by Mr. M. Albert to approve the same office hours as 2024 and reaffirm the Authority fee structure. Seconded by Ms. Bridges and carried unanimously.

**The 2025 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  |
| 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 informed the Board; the Township Zoning Hearing Board granted the Authority the requested variances needed for the 115 Twin Falls Road property.

### **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, the Ash and Holly Lanes test borings are completed, the right of ways are in place, and the DEP permit is received. Mr. Kutz will complete bid packages for approval at the February 10, 2025 meeting. Mr. Kutz advised the Board that he continues to provide additional information requested by PA DEP for the Seven Bridge Road Extension Project.

**447 STORM PIPE** – Hanover Engineering-nothing to report.

Utility Foreman working on grates at each end of Storm pipe. 1<sup>st</sup> outlet is complete.

**SYSTEM OPERATOR’S REPORT:** -report was received and reviewed by Mr. Albert  
Updates on Smithfield Gateway: no change

Waiting for revisions of Sewer Service Agreement.

Phase 1A-2 Wawa Site. Utility plans reviewed by Gilmore & Assoc. Outstanding review fee for Wawa Site received. Escrow monies for future phases are still outstanding. The Authority can release the Sewer Connection Permit. Sewer lines are now being installed. Line is now extended to Manhole on Wawa site. On 6/10/2024, Mr. Albert met with the Site Contractor for Wawa. Wawa is now under construction. Additional review monies for construction observation requested from DEPG. Grease trap is installed. Gilmore & Associates inspected sewer pipe connection. Ms. Timko will reach out again for outstanding review fees and escrow replenishment. Sprinkler system permit and Fire Alarm permit are on hold until funds are received.

Mr. Albert informed the Board that the Future Capacity Study continues to be ongoing. Mr. Albert will contact Kelly Lewis/Borough Manager to set up a meeting regarding the future capacity study and to discuss the Authorities’ need for continued usage of existing EDUs sent to the Borough. Quarterly invoice is now updated reflecting removal of 42 EDUs for Days Inn Site. Kelly Lewis did reach out to the Board by email with regards to setting up a meeting to discuss the Authorities Capacity needs. The Board agrees that in the best interests of the Authority, the sewer sent to the Borough should be diverted to the Authority Treatment Plant. Discussion took place regarding the potential of re-directing flow from 209/447 Pump Station to the Authorities Wastewater Treatment Plant. The Authority will request Gilmore & Associates discuss with Prosser the impact to operation at WWTP and the condition of the diversion valve vault on 447. Mr. R. Albert will be meeting with Mr. Kelly Lewis on January 14, 2025 to discuss future capacity needs of the Authority.

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

Status of Local Share Account Statewide 2024- Grant application submitted 11/27/2024.

115 Twin Falls Road/Office Space. Mr. Albert informed the Board that information has been provided to the Hanover Engineering for a land development plan and Architect for sketch plan and pricing. Possible funding for Phase 2 to be reviewed with PFM.

Mr. Albert informed the Board, soffits and fascia will be installed at the garage when received.

### **NEW BUSINESS:**

A motion was made by Mr. R. Albert to ratify additional December 2024 bills approved by email in the amount of \$65,324.41. Second by Ms. Bridges and carried. Mr. M. Albert abstained as he was not a member at that time.

A motion was made by Ms. Bridges to pay the bills through January 13, 2025 and ratify expenditures in the amount of \$96,782.53. Second by Mr. M. Albert and carried unanimously.

A motion was made by Ms. Bridges to ratify payroll and payroll taxes for December 2024 in the amount of \$17,293.97. Second, by Ms. Timko and carried. Mr. M. Albert abstained as he was not a member at that time.

A motion was made by Ms. Bridges to approve IRS Mileage Rate of \$0.70 cents per mile for staff. Second by Ms. Timko and carried unanimously.

A motion was made by Ms. Bridges to approve 2025 Storm Water Budget. Second by Mr. M. Albert and carried unanimously.

A motion was made by Mr. M. Albert to approve 2025 Sewer Budget. Second by Ms. Bridges and carried unanimously.

Mr. R. Albert informed the Board that security cameras were installed and are now operational at the Wastewater Treatment Plant.

Statement of Financial Interests were given to all Board members.

**PUBLIC COMMENT:**

No public comment.

There being no further business to discuss, a motion was made by Mr. M. Albert to adjourn the meeting at 2:32 pm.

Respectfully submitted,

Terri Timko, Assistant Secretary  
Smithfield Sewer Authority  
January 13, 2025