

The rescheduled regular monthly meeting of Smithfield Sewer Authority was held on Monday, October 6, 2025 at 2:00 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), Terri Timko, (Assistant Secretary), Ben Kutz, (Engineer) and Robert Kidwell (Solicitor).

Ms. Corissa Gehring and Mr. Norb Erichsen were 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, September 8, 2025, a motion was made by Ms. Bridges to approve the minutes as written by the Assistant Secretary. Second, Mr. M. Albert and approved unanimously.

REGULAR MEETING

SOLICITOR REPORT –Mr. Robert Kidwell, Esq.

Mr. Kidwell and Mr. Kutz reviewed correspondence with PA DEP regarding the Seven Bridge Road Extension. Mr. Kutz, Mr. R. Albert and Mr. M. Albert will attend meeting with PA DEP on 10.20.2025. Mr. Kidwell has been in contact with Attorney Segal regarding this matter for the Authority.

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 on 9.29.2025, construction for the Ash & Holly Lanes extension started. Mr. Kutz is updating the overall phasing plan for the Seven Bridge Road Sanitary Sewer Extension.

447 STORM PIPE – Hanover Engineering-nothing to report. – No Change
Mr. R. Albert requested quotes from Hanover and is waiting on reply.

SYSTEM OPERATOR’S REPORT: -report not received for meeting

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

UNFINISHED BUSINESS:

Updates on Smithfield Gateway: Waiting for revisions of Sewer Service Agreement. Escrow replenished and Wawa site LOC was released. Escrow account with ESSA to be set up.

Borough of East Stroudsburg: no change: refer to previous minutes

Status of Local Share Account Statewide 2024: no change: Grant application submitted 11.27.2024. Response received that grants would be awarded in September 2025.

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

115 Twin Falls Road/Office Space. Mr. R. Albert informed the Board the Building Permit was approved for Garage Maintenance and bids for Phase 2 for repairs and maintenance was received 10.6.2025. Office renovations floor plans were found agreeable with the Board. Ms. Gehring is working with the Brodhead Watershed group regarding vegetation planning.

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, pump ordered and should be received in 4 to 6 weeks. Status of ESU PS is pending response.

NEW BUSINESS:

Motion was made by Mr. M. Albert to award Garage Repairs/Maintenance bid to RD#1 Builders in the amount of \$50,850.00 plus the Alternate addition of \$5,200.00. Second, Ms. Bridges and carried unanimously.

Motion was made by Mr. M. Albert to approve release of initial payment of \$15,000.00 to RD#1 Builders. Second, Mr. R. Albert and carried unanimously.

Motion was made by Mr. M. Albert to pay the bills through October 6, 2025 and ratify expenditures in the amount of \$66,086.08. Second, Ms. Bridges and approved unanimously.

Motion was made by Mr. M. Albert to ratify payroll and payroll taxes for September 2025 in the amount of \$20,426.93. Second, Ms. Bridges and approved unanimously.

Discussion took place regarding possible financing for 115 Twin Falls Road property purchase, site improvements, office renovations, and major sewer system upgrades, etc.

Motion was made by Mr. M. Albert to approve release of payment to Wexcon in the amount of \$24,848.00 for work completed through 10.3.2025 for the Ash & Holly Lanes Extension. Second, Ms. Bridges and carried unanimously.

Motion was made by Mr. M. Albert to approve Resolution 2-2025 for Grant Submission to Local Share Account – Statewide for the Seven Bridge Road Sanitary Sewer Extension in the amount of \$550,000. Second, Ms. Bridges and carried unanimously.

Mr. M. Albert informed the Board that Bonnie Winters, Township Finance Director, spoke with the Township Auditor regarding the Sewer Authority component filing on the Township Audit. The Auditor agreed that a “note” would be reflected showing the Authority files on a modified cash basis.

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 3:05 pm. Second by Mr. M. Albert and approved unanimously.

Respectfully submitted,

Terri Timko
Assistant Secretary
Smithfield Sewer Authority
October 6, 2025