

The regular monthly meeting of the Smithfield Sewer Authority was held on Monday, November 13, 2023 at 1:00 pm in the Smithfield Township Municipal Building with the following members present Russell C. Albert II (Chairman), Marianne Bridges (Treasurer) Terri Timko, (Assistant Secretary), Ben Kutz, (Engineer), and Aaron DeAngelo, on behalf of Robert Kidwell (Solicitor) Corissa 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, October 11 2023, a motion was made by Ms. Bridges to approve the minutes as written by the Assistant Secretary. Seconded by Mr. Albert and carried unanimously.

#### REGULAR MEETING

##### SOLICITOR REPORT –Mr. Aaron DeAngelo, Esq.—

A motion was made by Ms. Bridges to approve Resolution 1-2023 Rules and Regulations Amendment. Seconded by Ms. Timko and carried unanimously.

A motion was made by Ms. Bridges to appoint Gilmore & Associates, Inc. to fill position of “Enforcement Officer” as defined by Resolution 4-2008, a resolution to establish regulations governing industrial waste and imposing requirements for industrial waste pretreatment. The Enforcement Officer shall administer and enforce the provisions of this resolution, including the issuance of permits, collection of fees, imposition of administrative penalties, and institution and prosecution of enforcement actions. Seconded by Ms. Timko and carried unanimously.

##### 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 that the test borings and surveying are complete for Phase 1 for the 209 extension. Gilmore & Associates are in the process of drafting the plans for this Phase. Gateway is planning on installing the road binder in 2023 with a final pave scheduled for the Spring of 2024.

Discussion took place regarding request from PA American for a Temporary Discharge Permit. Permit was denied. Template for a temporary discharge permit will be stored for future requests.

447 STORM PIPE – Hanover Engineering-nothing to report.

SYSTEM OPERATOR’S REPORT: -report was received and reviewed by Mr. Albert

Mr. Albert informed the Board that the SBR Tank refurbishment was complete of 2 of the 3 tanks. He will request status from Prosser Labs and will add the third tank to the 2024 budget.

##### UNFINISHED BUSINESS:

Updates on Smithfield Gateway:

Waiting for revisions of Sewer Service Agreement.

Phase 1A-2 Wawa Site. Land Development plans have been received and reviewed by the Township.

Phase 1A-2 Wawa Site. Utility plans are under review. The Authority is waiting on two \$5,000 escrow deposits. Review will not be finalized until Escrow monies are received. Review letter has been sent and is waiting for a response from Gateway. Response not received to date.

Reviewing options for connection of Music Center Drive PS and for Seven Bridge Road Connection.

Mr. Albert will be contacting Mr. Olmstead from DEPG.

Mr. Albert informed the Board that the Future Capacity Study continues to be ongoing.

The resubmission of the LSA Grant through MCIDA for the remaining balance needed to continue the Seven Bridge Road Extension phases was submitted in September 2023.

Status of the Pa Small Water and Sewer Grant Program-Submitted 12/21/2022. We have had contact with DCED asking for update to costs. This was provided. The anticipated meeting on Grants will be early summer 2023. This Grant is for the Ash & Holly Lanes extension. DCED tabled until their November 2023 meeting. Mr. Albert reached out to Rosemary Brown and Tara Probst and was informed that the meeting will be held on 11/21/2023.

**NEW BUSINESS:**

Discussion took place regarding office space for the Authority. Appraisal is received, radon test received and waiting on the final home inspection report.

A motion was made by Ms. Bridges to pay the bills through November 13, 2023 in the amount of \$85,711.91. Seconded by Ms. Timko and carried unanimously.

A motion was made by Ms. Bridges to ratify payroll and payroll taxes for October 2023 in the amount of \$10,797.37. Seconded by Mr. Albert and carried unanimously.

A motion was made by Ms. Bridges to pay the Borough of East Stroudsburg 11 tapping fees in the amount of \$38,819.00. Seconded by Ms. Timko and carried unanimously.

Sewer and Stormwater 2024 Budgets were presented to the Board and reviewed by Mr. Albert. Action will be taken at the December 2023 meeting.

There being no further business to discuss. A motion was made by Mr. Albert to adjourn the meeting at 2:30pm.

Respectfully submitted,  
Terri Timko, Assistant Secretary  
Smithfield Sewer Authority  
November 13, 2023