

The rescheduled regular monthly meeting of Smithfield Sewer Authority was held on Monday, November 10, 2025 at 1:00 pm in the Smithfield Township Municipal Building with the following members present; Russell C. Albert II (Chairman), Marianne Bridges(Vice-Chairman/Treasurer-attended by phone), 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, October 6, 2025, a motion was made by Mr. R. Albert to approve the minutes as written by the Assistant Secretary. Second, Ms. Bridges and approved unanimously.

REGULAR MEETING

SOLICITOR REPORT –Mr. Robert Kidwell, Esq.

Nothing to report

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 final punch list is being completed for the Ash & Holly Lanes Extension.

Mr. Kutz is updating the overall phasing plan for the Seven Bridge Road Sanitary Sewer Extension. Mr. Kutz reviewed the October 20th meeting with PADEP, where he, Mr. R. Albert-Authority and Mr. M. Albert-Township were present. Mr. Kutz will send a brief summary of the requests from PADEP for additional information from the Authority and the Township SEO, for Mr. M. Albert to present to the Board of Supervisors.

Mr. Kutz explained new criteria is needed during Grinder Pump Inspections, and the Board agreed to update the Rules and Regulations to reflect the new criteria.

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 reviewed by Mr. R. Albert

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.

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. Due to State and Federal Government issues, grant awards are postponed until early 2026.

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 and maintenance has started.

A motion was made by Mr. R. Albert to table approval of Schoonover & Vanderhoof for architectural services for the office at 115 Twin Falls Road, pending additional proposals. Second by Mr. M. Albert and carried unanimously.

Status of the Dr. Kahn Project land transfer and HOP. Refer to July 14, 2025 minutes for comments. Nothing new to report.

Mr. R. Albert informed the Board the he is working on spreadsheets for possible funding with PFM.

NEW BUSINESS:

Motion was made by Ms. Bridges to approve 2nd payment of \$65,695.50 to Wexcon for the Ash & Holly Lanes Extension. Second, Mr. M. Albert and carried unanimously.

Motion was made by Mr. M. Albert to pay the bills through November 10, 2025 and ratify expenditures in the amount of \$147,957.71. Second, Ms. Bridges and approved unanimously.

Motion was made by Ms. Bridges to ratify payroll and payroll taxes for October 2025 in the amount of \$30,305.45 (three payroll periods). Second, Mr. M. Albert and approved unanimously.

Motion was made by Mr. M. Albert to approve engagement with Kirk Summa & Company, LLC, to audit the 2025 Authority financial statements on a modified cash basis, not to exceed the amount of \$9,150.00. Second Ms. Bridges and carried unanimously. (Mr. M. Albert would like Ms. Timko to reach out to other auditors for services and price comparisons).

PUBLIC COMMENT:

No public comment.

There being no further business to discuss, a motion was made by Ms. Bridges to adjourn the meeting at 2:20 pm and move to Executive Session to discuss personnel issues. Second by Mr. R. Albert and approved unanimously.

Respectfully submitted,

Terri Timko
Assistant Secretary
Smithfield Sewer Authority
November 8, 2025