

The regular monthly meeting of the Smithfield Sewer Authority was held on Monday, December 11, 2023 at 1:00 pm in the Smithfield Township Municipal Building with the following members present Russell C. Albert II (Chairman), Marianne Bridges(Treasurer), Robert Lovenheim(Secretary), Terri Timko, (Assistant Secretary), Ben Kutz, (Engineer), and Robert Kidwell (Solicitor)

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, November 13, 2023, and the special meeting held on Monday, November 27, 2023, a motion was made by Ms. Bridges to approve the minutes as written by the Assistant Secretary. Seconded by Mr. Albert and carried. Mr. Lovenheim abstained as he was not present for these meetings.

#### 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.

A motion was made by Mr. Albert to authorize Gilmore & Associates to revise 209 extension/Phase 1 scope of work and cost estimates, with the change to directional boring into the manhole located at the Odd Lot property. This will delete the directional boring from Eilenberger Road to the Northside low pressure sewer main on Music Center Drive. This will eliminate the need for a PennDOT permit. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Albert to authorize Gilmore & Associates to apply for an update revision for Smithfield Townships Act 537 plan for the Seven Bridge Road Sanitary Sewer Expansion. Seconded by Ms. Timko and carried unanimously.

447 STORM PIPE – Hanover Engineering-nothing to report.

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. 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.

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

Mr. Albert informed the Board that the Future Capacity Study continues to be ongoing. Mr. Albert did meet with the New East Stroudsburg Borough Manager regarding outstanding requested information.

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. The Authority received information that the meeting would be rescheduled to January 2024.

Status of Grant submission to Local Share Account Statewide-submitted 11/27/2023.

**NEW BUSINESS:**

A motion was made by Ms. Bridges to pay the bills through December 11, 2023 in the amount of \$71,784.08. Seconded by Ms. Timko and carried unanimously.

A motion was made by Ms. Bridges to ratify payroll and payroll taxes for November 2023 in the amount of \$7,993.07. Seconded by Mr. Albert and carried unanimously.

A motion was made by Mr. Lovenheim to accept the 447 Storm Pipe 2024 Budget. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Lovenheim to accept the Sewer 2024 Budget. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Mr. Albert to go into Executive Session at 1:40pm, to discuss potential office space for the Authority. Seconded by Mr. Lovenheim and carried unanimously.

A motion was made by Mr. Lovenheim to return to regular session at 2:00pm.

A motion was made by Mr. Lovenheim to authorize Mr. Kidwell to send a letter to the owners of 115 Twin Falls Road with a final offer and requesting a response date of 12/15/2023. Seconded by Mr. Albert and carried unanimously

There being no further business to discuss, a motion was made by Mr. Lovenheim to adjourn the meeting at 2:15pm.

Respectfully submitted,  
Terri Timko, Assistant Secretary  
Smithfield Sewer Authority  
December 11, 2023