

The regular monthly meeting of Smithfield Sewer Authority was held on Monday, December 8, 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, November 10, 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.

Mr. R. Albert noted that the Board did hold an Executive Session on November 10, 2025 from 2:20pm to 2:34pm to discuss personnel issues.

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 construction is complete for the Ash & Holly Lanes Extension.

Motion was made by Ms. Bridges to approve change order #2 decreasing final bill by \$3,776.00. Second, Mr. M. Albert and carried unanimously.

Motion was made by Mr. R. Albert to release final payment of \$51,080.40 to Wexcon, contingent upon receipt and final review of completion documents by Mr. Kutz and Mr. Kidwell. Second Ms. Bridges and carried unanimously.

Mr. Kutz reviewed the meeting minutes from the October 20th meeting with PADEP and PADEP's revisions to minutes. Mr. Kutz sent a brief summary of the requests from PADEP for additional information from the Authority and the Township SEO to Mr. M. Albert. Mr. M. Albert discussed these requests at the Board of Supervisors on 11.12.2025. Mr. Kutz will be reaching out to the Township SEO to discuss a budget for the requested SEO inspections.

Mr. Kutz is updating his summary of tasks and costs for the Planning Approval of the overall Seven Bridge Road Sanitary Sewer Extension and the tasks and costs for Permitting Phases IA, II, and IIIA.

Mr. Kutz discussed new criteria for Grinder Pump Inspections, and the updates of the Rules and Regulations. Resolution to amend the Rules and Regulations will be presented at the 1.12.2026 agenda.

447 STORM PIPE – Hanover Engineering-nothing to report.

SYSTEM OPERATOR'S REPORT: -report reviewed by Mr. R. Albert. Mr. M. Albert discussed the possible need for a daily flow reading analysis report. Mr. Kutz explained that it can be found in the yearly Chapter 94 report.

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: Mr. R Albert stated he had communicated with Kelly Lewis, Borough Manager, regarding a meeting after 1/1/2026.

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.

Mr. R. Albert advised the Board that a new Local Share Account-Statewide Grant Application was submitted 11/19/2025.

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. M. Albert to approve revised lesser scope proposal with Schoonover & Vanderhoof for architectural services for the office at 115 Twin Falls Road. Second by Ms. Bridges and carried unanimously.

Status of the Dr. Kahn Project land transfer and HOP. Refer to 7.14.2025 minutes for comments. Nothing new to report.

2026 Sewer and Storm Water Budgets to be approved at the 1.12.2026 meeting. Budgets to be sent to Board members for review on 1.7.2026.

Mr. R. Albert informed the Board that he is working on spreadsheets for possible funding with PFM. A presentation by Jaime Schlesinger/ Managing Director with PFM Financial Advisors, LLC. will take place at the 1.12.2026 meeting

NEW BUSINESS:

Motion was made by Mr. M. Albert to pay the bills through December 8, 2025 and ratify expenditures in the amount of \$69,695.20. Second, Ms. Bridges and carried unanimously.

Motion was made by Mr. M. Albert to pay any remaining bills for December 2025, by email approval, and ratify at the 1.12.2026 meeting. Second, Ms. Bridges and carried unanimously.

Motion was made by Ms. Bridges to ratify payroll and payroll taxes for November 2025 in the amount of \$19,832.87 Second, Mr. M. Albert and carried unanimously.

Discussion took place regarding the Land Development Agreement with the Township, for the Site Improvements at 115 Twin Falls Road. Mr. Kidwell stated a few concerns that he would like to address. The Board agreed that Mr. Kidwell should make provide comments.

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 2:30 pm. Second by Mr. R. Albert and approved unanimously.

Respectfully submitted,

Terri Timko
Assistant Secretary
Smithfield Sewer Authority
December 8, 2025