

The regular monthly meeting of the Smithfield Sewer Authority were held on Monday, March 10, 2025 at 1:00 pm in the Smithfield Township Municipal Building with the following members present Russell C. Albert II (Chairman), Marianne Bridges(Treasurer), Michael Albert(Secretary), Terri Timko, (Assistant Secretary), Ben Kutz, (Engineer), and Robert Kidwell (Solicitor)

Ms. Corrissa 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, February 10, 2025, a motion was made by Ms. Bridges to approve the minutes as written by the Assistant Secretary. Seconded by Mr. M. Albert and carried unanimously.

REGULAR MEETING

SOLICITOR REPORT –Mr. Robert Kidwell, Esq.

Mr. Kidwell notified the Board that he was in receipt of the Zoning Hearing Board written decision regarding the variances granted to the Sewer Authority for the 115 Twin Falls Road property.

Mr. Kidwell informed the Board that he determined the draft of Ash & Holly Lanes bid specifications packages were in order.

Mr. Kidwell completed his review on the East Stroudsburg Borough agreement. Further discussion later in meeting.

ENGINEERS REPORT

SANITARY SEWER – Gilmore & Associates – Ben Kutz – Copy of report provided to each member and reviewed by Mr. Kutz.

Mr. Kutz has completed the bid packages and is waiting on final review from Brown & Brown Insurance.

A motion was made by Mr. M. Albert to approve the release of the Ash & Holly Lanes extension bid package, contingent upon acceptable document review by Brown & Brown Insurance. (Mr. Kidwell's review is completed) Bid opening will take place on April 14, 2025 at 11:00pm. Second by Ms. Bridges and carried unanimously.

Mr. Kutz advised the Board that he continues to provide additional information requested by PA DEP for the Seven Bridge Road Extension Project. Mr. Kutz is in receipt of additional documentation from Smithfield Township, regarding SEO information related to existing on lot septic systems. Mr. M. Albert suggested that a narrative of the project be sent to Julia Heilakka and himself to create a support letter from the Board of Supervisors. Mr. R. Albert to email requested information.

447 STORM PIPE – Hanover Engineering-nothing to report.

Utility Foreman working on grates at each end of Storm pipe. 1st outlet is complete. Mr. R. Albert will request quote to have several manholes inspected along the 447 Storm Water Pipe from the previous Authority storm water pipe inspection vendor.

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

UNFINISHED BUSINESS:

Updates on Smithfield Gateway: no change

Waiting for revisions of Sewer Service Agreement.

Phase 1A-2 Wawa Site. Mr. R. Albert visited the site and spoke to the Manager that informed him that the tentative opening date is set for April 14, 2025.

Mr. R. Albert informed the Board that the Future Capacity Study continues to be ongoing. Mr. Kelly Lewis advised Mr. R. Albert, at their recent meeting, that he will review Authority request for additional 10,000gpd at 3rd Street. Mr. R. Albert did forward a copy of the Borough/Authority contract and addendum to Mr. Kidwell and Mr. Kutz, for their review. An additional Addendum may be required for additional flow to 3rd Street and redirect flow from 209/447 Pump Station to the Authority Waste Water Treatment Plant.

Mr. R. Albert informed the Board that on March 3, 2025, the Authority received the completed contract for the \$250,000.00 Local Share Account Statewide Grant.

Status of Grant submission to Local Share Account – Monroe County 2024 resubmission for the Seven Bridge Road Extension. Submitted 9/17/2024. Waiting for response.

Status of Local Share Account Statewide 2024- Grant application submitted 11/27/2024. Waiting for response.

115 Twin Falls Road/Office Space. Mr. R. Albert informed the Board that Hanover Engineering is in the final stages of the land development plan and the Authority is speaking with professionals for rendering of the garage and office buildings. Possible funding for Phase 2 to be reviewed with PFM.

Status of the Dr. Kahn Project land transfer and HOP. Mr. R. Albert informed the Board that the Authority is in receipt of the draft HOP documents for submission. Mr. R. Albert explained that the Authority will be requesting payment for purchase/reserve of tapping fees required for EDUs from the Developer for this project, prior to transfer of land presently owned by the Authority.

Mr. R. Albert updated the Board regarding the installation of new pump at the Music Center Drive Pump Station on March 11, 2025, by PCS Pump and Process.

A motion was made by Ms. Bridges to approve the release of payment to PCS Pump and Process contingent upon final pump installation at Music Center Drive and installation is accepted by Mr. R. Albert and Mr. Erichson. Second by Mr. M. Albert and carried unanimously.

NEW BUSINESS:

A motion was made by Mr. M. Albert to pay the bills through March 10, 2025 and ratify expenditures in the amount of \$72,990.93 Second by Ms. Bridges and carried unanimously. Mr. M. Albert requested a breakdown of credit card charges going forward. Ms. Timko will provide a spreadsheet with unpaid bills detail report.

A motion was made by Ms. Bridges to ratify payroll and payroll taxes for February 2025 in the amount of \$19,197.73. Second, by Mr. M. Albert and carried unanimously.

Mr. M. Albert discussed the Sewer Authority and Smithfield Township 2023 audits.

PUBLIC COMMENT:

No public comment.

There being no further business to discuss, a motion was made by Mr. M. Albert to adjourn the meeting at 2:20 pm.

Respectfully submitted,

Terri Timko, Assistant Secretary
Smithfield Sewer Authority
March 10, 2025