

The regular monthly meeting of the Smithfield Sewer Authority was held on Monday, April 14, 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), and Ben Kutz, (Engineer) Robert Kidwell (Solicitor) arrived at 1:17pm.

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, March 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 he reviewed the Operation and Maintenance Agreement for the Mosier Pump Station. See new business section.

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. R. Albert acknowledging the receipt of bids for the Ash & Holly Lanes extension, and tabled any action until the May 12, 2025 meeting, contingent upon acceptable review by Mr. Kidwell and Mr. Kutz. Second by Ms. Bridges and carried unanimously.

Mr. M. Albert informed the Board that the Board of Supervisors will vote to release support letter to DEP for the 209/Seven Bridge Road Extension at the 4/22/2025 regular meeting.

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. The Wawa Grand Opening took place on April 10, 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.

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. Response received that grants would be awarded in September 2025.

115 Twin Falls Road/Office Space. Mr. R. Albert informed the Board that Hanover Engineering submitted the land development plan to Smithfield Township. 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. This property is part of the future capacity study.

NEW BUSINESS:

A motion was made by Mr. M. Albert to ratify the release of payments to Smithfield Township and the Monroe County Planning Commission for Application and Permit Fees. Second by Ms. Bridges and carried unanimously.

Drainage Application Fee	\$200	LDP Application Fee	\$1000	Escrow	\$1500
Additional Escrow	\$3500	MCPC Application Fee	\$500		

A motion was made by Mr. M. Albert to pay the bills through April 14, 2025 and ratify expenditures in the amount of \$67,340.04. Second by Ms. Bridges and carried unanimously.

A motion was made by Mr. M. Albert to ratify payroll and payroll taxes for March 2025 in the amount of \$18,887.57. Second, by Ms. Bridges and carried unanimously.

A motion was made by Mr. M. Albert to ratify the purchase of a maintenance trailer and accessories in the amount of \$3,263.04. Second by Ms. Bridges and carried unanimously.

Discussion took place regarding the implementation of a paving policy for road construction projects within Authority Sewer Line Areas. Mr. Kutz and Mr. Kidwell will review for the May 12, 2025 meeting. Possible update to Rules & Regulations, or Sewer Service Agreement.

Certified letters were sent to privately owned pump stations for yearly inspection reports. Pump Stations include ESU, Skyline Heights, Eagles Ridge and Mosier. Mr. Kidwell will contact the owners of Mosier Pump Station regarding repairs and the use of escrow funds by the Authority for these repairs.

Mr. M. Albert left the meeting at 1:51pm.

Discussion took place regarding quotes received for additional restoration at 115 Twin Falls Road, due to ground damaged by tree removal by previous property owners. Multiple quotes were received.

A motion was made by Ms. Bridges to approve the Quote by Norman L. Fish Excavating for stump removal in the amount of \$500.00. Second by Ms. Timko and carried unanimously.

A motion was made by Ms. Bridges to approve the Quote by L. Marki & Son Inc. for raking, debris removal and prepping for grass seeding in area of restoration in the amount of \$2,250.00. Second by Ms. Timko and carried unanimously.

A motion was made by Ms. Bridges to approved the Quote by Norman L. Fish Excavating for grass seeding area of restoration in the amount of \$700.00. Second by Ms. Timko and carried unanimously.

Mr. R. Albert and Ms. Timko are finalizing the Authority Employee Handbook and will be forwarding a copy to Mr. Kidwell and Ms. Bridges for review and comments prior to the May 12, 2025 meeting.

Mr. R. Albert informed the Board that Ms. Gehring has been scanning and uploading documents for the Authority that will be presently and in the future extremely beneficial. Easements, Resolutions, Right of Ways, and Minutes are almost 100% complete. Minutes and Resolutions are now available on the Authority Website. Ms. Gehring and Mr. R. Albert are almost complete with as-built-documents showing Authority locations for laterals, manholes, valves, connections, and potential connections.

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 2:55 pm.

Respectfully submitted,

Terri Timko, Assistant Secretary
Smithfield Sewer Authority/April 14, 2025