

The regular monthly meeting of the Smithfield Sewer Authority was held on Monday, May 12, 2025 at 1:00 pm in the Smithfield Township Municipal Building with the following members present Russell C. Albert II (Chairman), Marianne Bridges (Treasurer), 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, April 14, 2025, a motion was made by Ms. Bridges to approve the minutes as written by the Assistant Secretary. Second by Mr. R. Albert and carried unanimously.

REGULAR MEETING

SOLICITOR REPORT –Mr. Robert Kidwell, Esq.

Mr. Kidwell notified the Board that four property liens were filed.

Bid Documents with a reduced scope of work for the Ash & Holly Lanes Extension were reviewed and acceptable.

Review of the employee handbook was completed. The Board discussed minor edits to the handbook and action will be taken at the June 9, 2025 meeting.

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 to authorize Gilmore & Associates to send Notice of Intent to Award the Ash & Holly Lanes Extension bid to Wexcon in the amount of \$145,400.00, with a reduced scope of work, and to coordinate required contract documents. Second by Ms. Bridges and carried unanimously.

Mr. Kutz informed the Board that he spoke with Brianna Makar/DEP regarding the 209/Seven Bridge Road Extension. She informed him that the documentation submitted was very thorough and requested a time limit for the three Grants the Authority was awarded for this project. Mr. R. Albert and Mr. Kutz will work on a spreadsheet and forward to Brianna Makar.

Mr. Kutz is working on updates that may be needed to the Authority's Rules and Regulations.

447 STORM PIPE – Hanover Engineering-nothing to report.

Utility Foreman working on grates at each end of Storm pipe. First outlet is complete.

Mr. R. Albert will request a quote for inspecting several manholes along the 447 Storm Water Pipe from the previous vendor.

The Authority was contacted by East Stroudsburg Borough regarding Storm Pipes. The Authority provided the Borough of East Stroudsburg's Engineer copies of the 447 Storm Pipe Project and 179 Independence Road Medical Center storm water drawings. The Borough is reviewing options to address storm pipes in the Borough. The Board agreed to forward any invoices received from Hanover Engineering regarding this request to the Township for payment.

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.

Mr. R. Albert informed the Board that the Future Capacity Study continues to be ongoing.

An additional Addendum to the Agreement with Borough of East Stroudsburg 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 emailed Mr. Kelly Lewis requesting a meeting, to include Engineers and Finance individuals, in early June to discuss options.

Status of Grant submission to Local Share Account – Monroe County 2024 resubmission for the Seven Bridge Road Extension. Submitted 9/17/2024. Awards may be presented at the May 20, 2025 meeting.

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 received comments from the Township Engineer. Mr. Sal Caiazzo from Hanover Engineering will be addressing those comments to the Authority Board later in the meeting. The Authority is speaking with professionals for renderings of the garage and office buildings. The Authority is in receipt of renderings for the Garage from Schoonover & Vanderhoof Architects, LLC. The renderings show five distinct color options with the consensus of the Board choosing Scheme "E."
The Authority will review Phase 2 funding with PFM.

Mr. Sal Caiazzo of Hanover Engineering arrived at 1:50 pm.

A motion was made by Ms. Bridges to hire a contractor for block work around garage door and access doors, not to exceed \$5,000.00. Second by Ms. Timko and carried unanimously.

Discussion took place regarding termination of arrangements with Raymond E. O'Brien R.A. Inc. for 115 Twin Falls Road. Mr. R. Albert will contact firm.

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.

Discussion took place regarding implementation of a paving policy for road construction projects within Authority Sewer Line areas. Mr. Kutz will research further and provide additional information at the June 9, 2025 meeting.

Final draft of the Employee handbook will be distributed to the Board for final approval at the June 9, 2025 meeting.

Discussion took place regarding status of certified letters sent to privately owned pump stations. The owners of Mosier's Pump Station has acknowledged receipt and is working with Jon Wurst from Prosser Labs for repairs. Ms. Timko will reach out to Jon Wurst and Christina of Shawnee Ridge regarding the status. The authority did supply two quotes for fencing repairs. If no attempt to perform repairs is done by Friday, May 16, 2025, the Board asked Mr. Kidwell to contact the owners of the Mosier Pump Station regarding the utilization of Escrow Funds held for the Pump Station and the replenishment of funds if used after May 19, 2025.

NEW BUSINESS:

A motion was made by Ms. Bridges to pay the bills through May 12, 2025 and ratify expenditures in the amount of \$115,400.47 Second by Ms. Timko and carried unanimously.

A motion was made by Ms. Bridges to ratify payroll and payroll taxes for April 2025 in the amount of \$19,084.04. Second, by Mr. R. Albert and carried unanimously.

A motion was made by Mr. R. Albert to release payment to AJ Smith for the purchase of a Phase Converter for Music Center Pump Station once invoice is received. Second by Ms. Bridges and carried unanimously.

Mr. Kutz and Authority staff left the meeting at 2:10pm

Mr. Caiazzo, Mr. Kidwell, and the Authority Board had a lengthy discussion regarding comments received from the Township Engineer for the 115 Twin Falls Road Land Development Plan. Mr. Caiazzo will prepare responses and submit to the Township.

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 3:50 pm.
Respectfully submitted,

Terri Timko, Assistant Secretary
Smithfield Sewer Authority/May 12, 2025