

The regular monthly meeting of the Smithfield Sewer Authority was held on Monday, June 13, 2022 at 4:30 pm at 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), Dan Corveleyn, (Solicitor), and Ben Kutz, (Engineer).

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, May 9, 2022, a motion was made by Ms. Bridges to approve the minutes as written by the Assistant Secretary. Seconded by Mr. Lovenheim and carried unanimously.

SOLICITOR REPORT –Mr. Corveleyn had nothing new to report.

#### ENGINEERS REPORT

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

Discussion took place regarding the Black Buffalo project. Paperwork has not been received to date.

A motion was made at the 5/9/2022 meeting, for Mr. Kutz to proceed with review once all paperwork and escrow monies are received.

Mr. Albert discussed options for Manholes that need repairs.

**447 STORM PIPE** – Hanover Engineering –Mike Muffley – Cleaning of 447 Storm Pipe.

A motion was made by Mr. Lovenheim to reject the bids for the Inspection and Cleaning of the 447 Storm Pipe, based on the recommendation by Hanover Engineering. Seconded by Ms. Bridges and carried unanimously. (Mr. Albert asked Hanover Engineering to contact several companies to see if they could inspect the pipe at 4 locations and check for any debris. This will extend the need for cleaning the entire pipe for a year). Mr. Muffley will be contacting the bidders by letter informing them that all bids were rejected.

A motion was made by Mr. Albert for he and Mr. Muffley to hire a Contractor to inspect the 4 manhole locations located along the 447 Storm Water Pipe, not to exceed \$5,000.00. Seconded by Ms. Timko and carried unanimously.

SYSTEM OPERATOR'S REPORT: -Copy of report not received.

#### UNFINISHED BUSINESS:

Mr. Albert informed the Board that all outstanding documents from Gateway will need to be received prior to the release of the second connection permit for the second building.

Mr. Albert informed the Board that the Future Capacity Study is ongoing and waiting on a response from the Borough of East Stroudsburg.

Mr. Albert informed the Board that \$100,000.00 from the ARPA funding was received from the Board of Supervisors.

A motion was made by Ms. Bridges to accept the rates for professional services from RKR Hess. Seconded by Mr. Lovenheim and carried unanimously.

Mr. Albert also reiterated that the Right of Way clearing at WWTP outfall pipe will be done by Primrose Landscaping in July or August of this year. A motion was made by the Board on March 14, 2022 awarding Primrose Landscaping to perform this job, not to exceed \$2,000.00.

A motion was made by Mr. Lovenheim to authorize Mr. Kutz to expand the study of the Music Center Drive to Buttermilk Falls Road and to now include additional extension to Green Mountain Drive. Mr. Kutz should continue to use the 4 options from the previous study and update the existing budget. Seconded by Ms. Bridges and carried unanimously. Mr. Lovenheim advised the Authority Board that the Board of Supervisors attained a grant to repair the bridge at Green Mountain Drive. The Township will be obtaining a small portion of land at the entrance to DLP for additional access to Green Mountain Drive. This may provide an additional option for the Authority extension. Mr. Lovenheim was asked to please continue to keep the Authority Board informed of this project as it progresses.

Mr. Albert informed the Board that he would be in contact with RKR Hess regarding the Vigon/Airstrip Road water pipe installation and have their surveying crew mark the existing sewer pipe easement.

Mr. Albert will also be contacting Mr. Corvelyn and Mr. Kutz to discuss creating a document for existing users regarding lateral and or grinder pump maintenance.

Ms. Timko informed the Board that she has received monies on delinquent accounts from the new LIHWAP program. Ms. Timko will be generating a letter to certain customers that may benefit from this program.

A discussion took place regarding Mr. James Munet as a possible Board Member. The Board reiterated that it is more beneficial to have a member that is connected to the Authority System.

Ms. Timko will be sending a flyer to existing customers to see if there is any interest in serving on the Authority Board.

**NEW BUSINESS:**

A motion was made by Ms. Bridges to authorize the Chairman to accept and sign the draft 2021 audit from Kirk, Summa & Co., LLP. Seconded by Mr. Lovenheim and carried unanimously.

A motion was made by Ms. Bridges to pay the Sewer Authority bills through June 13, 2022 in the amount of \$36,000.91. Seconded by Mr. Albert and carried unanimously.

A motion was made by Mr. Albert that upon receipt and review of the Prosser Labs invoice, the check could be released. Seconded by Ms. Bridges and carried unanimously.

There was no further business to discuss. A motion was made by Mr. Albert the meeting be adjourned at 5:55pm. Seconded by Ms. Timko and carried unanimously.

Respectfully submitted,  
Terri Timko, Assistant Secretary  
Smithfield Sewer Authority  
June 13, 2022