

The regular monthly meeting of the Smithfield Sewer Authority was held on Monday, June 9, 2025 at 1:00 pm in the Smithfield Township Municipal Building with the following members present Russell C. Albert II – via telephone, (Chairman), Marianne Bridges(Vice-Chairman/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, May 12, 2025, a motion was made by Ms. Bridges to approve the minutes as written by the Assistant Secretary. Second by Ms. Timko and carried. Mr. M. Albert abstained as he was not in attendance.

REGULAR MEETING

SOLICITOR REPORT –Mr. Robert Kidwell, Esq.

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

Review of Agreement and Payment and Performance Bonds with Wexcon for the Ash & Holly Lanes Extension were reviewed and acceptable. Mr. R. Albert added that the review by the insurance company, Brown & Brown was found to be acceptable.

ENGINEERS REPORT

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

Review of Agreement and Payment and Performance Bonds with Wexcon for the Ash & Holly Lanes Extension were reviewed and acceptable, and will issue the notice to proceed.

A motion was made by Ms. Bridges to award the contract with a reduced scope for the Ash & Holly Lanes Extension to Wexcon and authorize the Chairman to sign the agreement. Second by Mr. M. Albert and carried unanimously.

Mr. Kutz informed the Board that he spoke with Briaunna Makar/DEP regarding the 209/Seven Bridge Road Extension. Briaunna will be sending Mr. Kutz previous environmental evaluations performed by previous submissions similar to this extension. Mr. R. Albert informed the Board the he and Ms. Timko met with Mackenzie Strunk, Chief of Staff for Rep. Rosemary Brown to discuss this much needed extension and grant timelines.

Discussion took place regarding a valve that is located in the shoulder of the road on 447 and is buried under the blacktop. PennDOT reviewed and a permit is not needed to perform work, but will need to be notified once work is complete. Work will be performed by L. Marki and Sons and should be completed prior to the July 2025 meeting.

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.

Grate installation at First and Second outlet are complete.

Mr. R. Albert will request a quote for inspecting several manholes along the 447 Storm Water Pipe from the previous 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. Mr. Doug Olmstead contacted the Authority regarding the release of the majority of the Line of Credit for Wawa now that the project is complete. An amount will be held pending receipt and review of as built drawing. Ms. Timko will forward a copy of the LOC to Mr. Kutz and Mr. Kidwell for review.

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.

Status of Grant submission to Local Share Account – Monroe County 2024 resubmission for the Seven Bridge Road Extension. Submitted 9/17/2024. The Authority was awarded \$220,000.00 on May 20, 2025.

Mr. R. Albert informed the Board the Authority was granted permission to repurpose the \$50,000.00 2023 grant for Professional Services required for DEP approval.

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 these comments and resubmitting to the Smithfield Township Planning Commission for their July 10, 2025 meeting for approval to submit to the Board of Supervisors.

Mr. R. Albert informed the Board that he will review funding for Office and Garage with PFM and other funding sources, and will provide information for review to the Board at the July 14, 2025 meeting.

Discussion took place regarding termination of arrangements with Raymond E. O'Brien R.A. Inc. for 115 Twin Falls Road. Mr. R. Albert contacted the firm and Mr. O'Brien agreed and understood the reason for the Authorities request and was hopeful to work with the Authority in the future.

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.

Motion was made by Mr. R. Albert to table implementation of paving policy until the July 14, 2025 meeting. Second by Ms. Bridges and carried unanimously.

Motion was made by Mr. M. Albert to approve and accept the Sewer Authority handbook, second by Ms. Bridges and carried unanimously. Handbooks were distributed to staff for their use. Acknowledgment of Receipt forms were signed and returned.

Discussion took place regarding status of certified letters sent to privately owned pump stations. The owners of Mosier's Pump Station have granted the Authority the use of Escrow funds to execute repairs and will abide by contract to replenish funds. Skyline Heights and Ivy Ridge have submitted information and ESU will provide information in the near future.

NEW BUSINESS:

Motion was made by Ms. Bridges to pay the bills through June 9, 2025 and ratify expenditures in the amount of \$55,650.16 Second by Mr. M. Albert and carried unanimously.

Motion was made by Ms. Bridges to ratify payroll and payroll taxes for May 2025 in the amount of \$26,357.26 for three pay periods. Second, by Mr. M. Albert and carried unanimously.

Motion was made by Mr. M. Albert to approve well inspection and water test required for 115 Twin Falls Road per Land Development comment by Township Engineer, in the amount of \$2,100.00 by DuaneMoyer Well Drilling. Second by Ms. Bridges and carried unanimously.

Motion was made by Mr. M. Albert to engage Schoonover & Vanderhoof Architects, LLC for Professional Services with Office and Garage at 115 Twin Falls Road, (rate structure provided), Second by Ms. Bridges and carried unanimously.

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 2:11 pm.

Respectfully submitted,

Terri Timko, Assistant Secretary
Smithfield Sewer Authority/June 9, 2025