

The regular monthly meeting of Smithfield Sewer Authority was held on Monday, July 14, 2025 at 1:00 pm in the Smithfield Township Municipal Building with the following members present Russell C. Albert II (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, June 9, 2025, a motion was made by Ms. Bridges to approve the minutes as written by the Assistant Secretary. Second, Mr. M. Albert and approved unanimously.

#### REGULAR MEETING

##### SOLICITOR REPORT –Mr. Robert Kidwell, Esq.

Mr. Kidwell notified the Board that one property lien was filed and two liens were satisfied due to payment.

Mr. Kidwell also reviewed the release of the LOC with DEPG for the Wawa site. Mr. Kidwell contacted Mr. Doug Olmstead with updated terms and is waiting for a response.

##### ENGINEERS REPORT

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

Mr. Kutz reviewed the release of the LOC with DEPG for the Wawa site and found no issues.

Mr. Kutz released the notice to proceed to Wexcon for the Ash & Holly Lanes Extension.

Mr. R. Albert, Mr. Kutz and Ms. Timko met with Senator Rosemary Brown and Chief of Staff Mackenzie Mueller on July 11, 2025, regarding the multiple calls and emails from Mr. Kutz to DEP regarding the Seven Bridge Road Extension, which have gone unanswered. A synopsis of the Authority's correspondence, meetings and information provided to PA DEP, was provided to Senator Brown. Copy of this synopsis was included in meeting packet for today. Senator Brown will contact DEP regarding the Authority's concerns regarding the Seven Bridge Road Extension.

##### 447 STORM PIPE – Hanover Engineering-nothing to report.

Motion was made by Mr. M. Albert to approve acceptable proposal under the bidding threshold for inspecting several manholes along the 447 Storm Water Pipe. Second, Ms. Bridges and approved unanimously.

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

##### UTILITY STAFF REPORT:

Mr. R. Albert advised the Board that Norb Erichsen is now overseeing PA 1 Calls. A Report was provided. The Report included an analysis of savings by having in house staff perform this vs Prosser Lab. This Report will be provided periodically.

##### UNFINISHED BUSINESS:

Updates on Smithfield Gateway: no change: Waiting for revisions of Sewer Service Agreement and response regarding the LOC for the Wawa site.

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 3<sup>rd</sup> Street and redirect flow from 209/447 Pump Station to the Authority Waste Water Treatment Plant. Mr. R. Albert emailed Mr. Kelly Lewis, Borough Manager, requesting a meeting, to include Engineers and Finance individuals. Waiting on Borough response. Current flow data for East Brown St and Third Street was provided, per request of the Borough.

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 comments in response to the Township Engineer's review. Mr. R. Albert, Ms. Bridges, Ms. Timko and Mr. Bo Root of Hanover Engineering attended the Smithfield Township Planning Commission July 10, 2025 meeting for approval of the 115 Twin Falls Road LDP to submit to the Board of Supervisors. It was brought to the Authority's attention that the Township Engineer did not review, and would be placed on the Planning Commission August 14, 2025 meeting. However, the Waiver Request Letter was reviewed with the Planning Board. After discussing each Waiver, the Board appeared to be agreeable to the requests, except

for the requests related to impact from quantity of parking spaces. The Board questioned why the Authority would want to build more spaces than required. This request will be reviewed by the Authority.

Mr. Wayne Beers of Schoonover Vanderhoof will be providing a sample board for materials for the Garage Building that should be available for the August meeting.

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 also informed the Board that the Authority received a request for a "Will Serve" letter from the Authority. A copy of this letter and a draft response was included in meeting packet. 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. Nothing new to report.

After discussion of the proposed changes and additions to the Rules and Regulations, Mr. M. Albert requested that the Paving around Utility Structures Escrow paragraph be modified to include additional items that might utilize the Escrow Funds. With this proposed addition a motion was made by Ms. Bridges to approve Resolution 1-2025 amending Authority's Rules and Regulations. Second, Mr. R. Albert and approved unanimously.

Discussion took place regarding privately owned pump stations. The Mosier's PS fence is now repaired; invoice and past invoices will be sent to PS owner for reimbursement of Escrow account. Status of ESU PS is pending response.

**NEW BUSINESS:**

Motion was made by Mr. M. Albert to pay the bills through July 14, 2025 and ratify expenditures in the amount of \$129,266.45. Second, Ms. Bridges and approved unanimously.

Motion was made by Ms. Bridges to ratify payroll and payroll taxes for June 2025 in the amount of \$18,527.81. Second, Mr. R. Albert and approved unanimously.

Motion was made by Mr. M. Albert to accept the 2024 Audit from Kirk Summa & CO LLP, Second Ms. Bridges and approved unanimously.

Lengthy discussion took place regarding the Authority and Township audits.

**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 2:47 pm.

Respectfully submitted,

Terri Timko, Assistant Secretary  
Smithfield Sewer Authority  
July 14, 2025