

The regular monthly meeting of the Smithfield Sewer Authority was held on Monday, September 11, 2023 at 1:00 pm in the Smithfield Township Municipal Building with the following members present Russell C. Albert II (Chairman), Marianne Bridges (Treasurer) arrived at 1:20pm, Robert Lovenheim (Secretary), Terri Timko, (Assistant Secretary), Ben Kutz, (Engineer), and Robert Kidwell, (Solicitor). Corissa Gehring arrived at 1:15pm.

Mr. Albert opened the meeting with the Pledge of Allegiance and reflected on the past events of 9/11.

There being no corrections or additions to the minutes from the meeting held on Monday, August 9, 2023, a motion was made by Mr. Lovenheim to approve the minutes as written by the Assistant Secretary. Seconded by Mr. Albert and carried unanimously.

REGULAR MEETING

SOLICITOR REPORT –Mr. Robert Kidwell, Esq.—Mr. Kidwell informed the Board that the 115 Twin Falls Road property taxes were paid prior to the tax sale.

ENGINEERS REPORT

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

Mr. Kutz informed the Board that Blooming Glen has completed the WWTP pump station refurbishment, and Kevin Miller will perform a final inspection prior to the release of all remaining monies due on the contract. Blooming Glen notified Mr. Albert that the Authority should consider the replacement of a pump at the WWTP. Mr. Albert will reach out to AJ Smith/Prosser Labs and Blooming Glen for quotes.

Mr. Kutz also informed the Board that the Highway Occupancy Permit PennDOT Application for Phase 1 of the 7 Bridge Road/209 extension was accepted, without comment. PennDOT does not want to release HOP until the Gateway project is completed. This is not conducive with the Authority's reasoning of completing the road boring prior to the final pave. Mr. Kutz will reach out to PennDOT for more information.

Mr. Kutz is working on updates to the Authority's Rules and Regulations.

447 STORM PIPE – Hanover Engineering-nothing to report.

SYSTEM OPERATOR'S REPORT: -report was not received from Prosser

UNFINISHED BUSINESS:

Updates on Smithfield Gateway:

Waiting for revisions of Sewer Service Agreement.

Phase 1A-2 Wawa Site. Building plans have not been received to date.

Phase 1A-2 Wawa Site. Utility plans are under review. The Authority is waiting on two \$5,000 escrow deposits. Review will not be finalized until Escrow monies are received. Review letter has been sent and is waiting for a response from Gateway. Response not received to date.

Reviewing options for connection of Music Center Drive PS and for Seven Bridge Road Connection.

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

The resubmission of the LSA Grant through MCIDA for the remaining balance needed to continue the Seven Bridge Road Extension phases will be submitted in September 2023.

Status of additional \$100,000.00 funding from Board of Supervisors. Letter of Commitment was received on 11/21/2022. Grant Agreement was received from MCIDA. Ms. Timko will email a copy of the fully executed Grant Agreement to Lucas DeBartolo/Finance Director for the Township, requesting the release of the \$100,000.00. This funding will be used to bore under 209 prior to final pavement for the Gateway project.

Status of the Pa Small Water and Sewer Grant Program-Submitted 12/21/2022. We have had contact with DCED asking for update to costs. This was provided. The anticipated meeting on Grants will be early summer 2023. This Grant is for the Ash & Holly Lanes extension. DCED tabled until their September 2023 meeting.

Mr. Albert informed the Board that the Authority has received the new pipe locator and will be able to locate pipes, valves and curb stops with GIS coordinates in the future.

NEW BUSINESS:

Discussion took place regarding office space for the Authority. The Board agreed that they were not interested in office space at the Waterfront Park House, and the Township should move forward with their plans for renovations.

A motion was made by Mr. Lovenheim to authorize Mr. Kidwell to release a letter to the owners of 115 Twin Falls Road, reiterating the Authority's offer for the purchase of this property for future office space, with a response date of October 4, 2023. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges that in the event no response from the owners of 115 Twin Falls Road is received by the response date of October 4, 2023, Mr. Kidwell is authorized to start the process of eminent domain. Seconded by Mr. Lovenheim and carried unanimously.

A motion was made by Mr. Lovenheim to engage an appraiser through ESSA, not to exceed \$2,500.00 if the owners of 115 Twin Falls Road agree. Seconded by Ms. Bridges and carried unanimously.

A motion was made by Ms. Bridges to pay the bills through September 11, 2023 in the amount of \$42,086.50. Seconded by Ms. Timko and carried unanimously.

A motion was made by Ms. Bridges to ratify payroll and payroll taxes for August 2023 in the amount of \$8,745.87. Seconded by Mr. Lovenheim and carried unanimously.

A motion was made by Ms. Bridges to release payment to Blooming Glen Contractors, Inc. for Project #03557-202 in the amount of \$95,554.31. Seconded by Ms. Timko and carried unanimously.

A motion was made by Ms. Bridges to release payment to Prosser Labs and Met Ed once the invoices are received and contingent upon review. Seconded by Ms. Timko and carried unanimously.

The Authority acknowledged receipt of the PMRS MMO 2024 report, required by Pennsylvania Municipal Retirement Systems.

A motion was made by Mr. Lovenheim to authorize the Chairman and Assistant Secretary to create a job description and place ad for a Public Works/Utility staff position. Seconded by Ms. Bridges and carried unanimously.

There being no further business to discuss. A motion was made by Mr. Lovenheim to adjourn the meeting at 2:23pm. Seconded by Ms. Timko and carried unanimously.

Respectfully submitted,
Terri Timko, Assistant Secretary
Smithfield Sewer Authority
September 11, 2023