

The annual reorganization meeting of the Middle Smithfield Township Board of Supervisors was held at 9:00 a.m., Monday, January 5, 2009 at the Schoonover Municipal Center.

Members present: Scott R. Schaller, Robert F. Spano, Sr. and Ronald Clewell. Also present were Jennifer Wise; Solicitor, R. Douglas Olmstead Jr.; Engineer, Michele Clewell, several residents and township employees.

Ron Clewell made a motion to appoint Scott Schaller temporary chairman. Bob Spano seconded the motion. The motion carried 3-0. Organization was as follows:

Chairman – Scott Schaller upon a motion of Ron Clewell, second of Bob Spano. The motion carried 3-0.

Vice Chairman – Robert Spano upon a motion by Scott Schaller, second of Ron Clewell. The motion carried 3-0.

Public Works Superintendent / Parks & Maintenance - Ron Clewell upon a motion by Scott Schaller, second by Bob Spano. The motion carried 3-0

Operations Director - Bob Spano upon a motion by Scott Schaller, second by Ron Clewell. The motion carried 3-0.

Administrative Director - Scott Schaller upon a motion by Ron Clewell, second by Bob Spano. The motion carried 3-0.

Township Secretary and Administrative Coordinator – Michele Clewell upon a motion by Scott Schaller, second by Bob Spano. The motion carried 2 in favor. Ron Clewell abstained on the motion to appoint his wife.

Human Resources Coordinator & Finance and Budget Secretary – Sherry Predmore upon motion by Scott Schaller, second by Bob Spano. The motion carried 3-0.

Secretary to the Municipal Authority – Sandy Black upon a motion by Scott Schaller, second by Bob Spano. The motion carried 3-0.

Treasurer - Scott Schaller upon a motion by Ron Clewell, second by Bob Spano. The motion carried 3-0.

Assistant Treasurer - Bob Spano upon a motion by Scott Schaller, second by Ron Clewell. The motion carried 3-0.

Open Records Officer and Archives & History Corrdinator – Catherine Galinus upon a motion by Scott Schaller, second by Ron Clewell. The motion carried 3-0.

Township Solicitor - Jennifer Ann Wise upon a motion by Scott Schaller, second by Bob Spano. The motion carried 3-0.

Alternate Solicitor - Richard Deetz upon a motion by Scott Schaller, second by Bob Spano. The motion carried 3-0.

Planning Commission Solicitor –Jennifer Ann Wise upon a motion by Scott Schaller, second by Ron Clewell. The motion carried 3-0.

Alternate Planning Commission Solicitor – The Firm of Cramer, Swetz, McManus with Tim McManus being the representative upon a motion by Scott Schaller, second by Bob Spano. The motion carried 3-0.

Zoning Hearing Board Solicitor – The Firm of Matergia and Dunn, John Dunn being the representative upon a motion by Scott Schaller, second by Ron Clewell. The motion carried 3-0.

Alternate Zoning Hearing Board Solicitor - Donald Karpowich upon a motion by Scott Schaller, second by Bob Spano. The motion carried 3-0.

Township Engineer and Director of Technical Services – R. Douglas Olmstead Jr. upon a motion by Scott Schaller, second by Bob Spano. The motion carried 3-0.

Alternate Township Engineer –Gilmore & Associates upon a motion by Scott Schaller, second by Bob Spano. The motion carried 3-0.

Sewage Enforcement Officer – Damian DeGeorge upon a motion by Scott Schaller, second by Bob Spano. The motion carried 3-0.

Alternate Sewage Enforcement Officers – Jeryl Rinehart – 2nd alt. – Joe Squires Sr. upon a motion by Scott Schaller, second by Bob Spano. The motion carried 3-0.

Zoning & Code Enforcement Officer - West– Deb Ogden upon a motion by Scott Schaller, second by Bob Spano. The motion carried 3-0.

Zoning & Code Enforcement Officer East– Wayne Rohner upon a motion by Scott Schaller, second by Bob Spano. The motion carried 3-0.

Building Code Officials – Dave Manter, Deb Ogden and Wayne Rohner upon a motion by Scott Schaller, second by Bob Spano. The motion carried 3-0.

Appointment of Appeals Board for Codes – Reappoint Peter Dimmick to a 3 year term upon a motion by Scott Schaller, seconded by Bob Spano. The motion carried 3-0.

Chairman of Vacancy Board - Thomas F. Bonser upon a motion by Scott Schaller, second by Bob Spano. The motion carried 3-0.

Planning Commission – Reappoint Robert Early and Robert Vandercar to an additional 4 year terms, each, upon a motion by Scott Schaller, second by Bob Spano. The motion carried 3-0.

Zoning Hearing Board – Reappoint Arthur Jenkins to an additional 5 year term upon a motion by Scott Schaller, second by Bob Spano. The motion carried 3-0.

Emergency Management Director - Rick Porvaznik upon a motion by Scott Schaller, second by Bob Spano. The motion carried 3-0.

Regional Park Commission - John Ferro, Judy Summers and Al Decker upon a motion by Scott Schaller, second by Bob Spano. The motion carried 3-0.

Representative to COG – Bob Spano with other two supervisors as Alternates upon a motion by Scott Schaller, second by Ron Clewell. The motion carried 3-0.

Delegates to PSATS Annual Convention - All three Supervisors, the Secretary, Engineer and any Planning Commission members that wish to attend upon a motion by Scott Schaller, second by Bob Spano. The motion carried 3-0.

Voting Delegate at PSATS Convention – Ron Clewell upon a motion by Scott Schaller, second by Bob Spano. The motion carried 3-0.

Regular Supervisors meetings – The regular meetings of the Board of Supervisors for the year 2009 will be held on the second Thursday of each month at 9:00 am with the exception of the January meeting which is being held today, Monday, January 5, 2009 at 9:00 am upon a motion by Scott Schaller, second by Bob Spano. The motion carried 3-0.

Scheduled work session meetings – Monday through Friday mornings at 9:00 am as needed upon a motion by Scott Schaller, second by Bob Spano. The motion carried 3-0.

Treasurer's Bond set at \$1,200,000 - Upon a motion by Scott Schaller, second by Bob Spano. The motion carried 3-0.

Assistant Treasurer's Bond set at \$1,200,000 – Upon a motion by Scott Schaller, second by Bob Spano. The motion carried 3-0.

Depository of the General Fund and Payroll Account – Wayne Bank PNC with investments in PLGIT and Invest upon a motion by Scott Schaller, second by Bob Spano. The motion carried 3-0.

Depository for the State Fund - PNC BANK-MUNI-PLUS upon a motion by Scott Schaller, second by Bob Spano. The motion carried 3-0.

Salary, Benefits and Personnel package – **EMPLOYEE HANDBOOK** was adopted with minor modifications and clerical corrections upon a motion by Scott Schaller, second by Ron Clewell. The motion carried 3-0.

A motion was made by Scott Schaller, second by Bob Spano to authorize payment of Bills that impact normal operation, are subject to discounts or penalties are payable when due with approval confirmation at the following meeting. (Examples, Payroll, taxes, electric, telephone, postage etc.). The motion carried 3-0.

Scott Schaller made a motion to set the mileage rate at IRS guideline for use of personal vehicle on township business (as of January 1, 2009 – .55 cents per mile). Ron Clewell seconded the motion. The motion carried 3-0.

Other Business

Scott Schaller made a motion to approve the December 29, 2008 minutes with two modifications as noted: (1) Under Solicitors report the word “is” should have been used instead of “is not” and (2) typo error to be corrected. Ron Clewell seconded the motion. The motion carried 3-0.

Scott Schaller made a motion to approve the listed payables. Bob Spano seconded the motion. The motion carried 3-0.

PMRS	\$8,303.18
AT&T	\$74.29
Chemung Supply	\$149.22
Eagle Valley Printing	\$170.80
McBee	\$33.10
Monroe County Control	\$16,351.64
PA Local Gov. Secy Assn	\$100.00
PMRS-admin fee	\$540.00
PSATS	\$2,247.00
Pocono Peterbilt	\$34.99
Riley Computer Services	\$3,386.50
Roto-Rooter	\$450.00
Service Tire	\$1,038.72
Staples Credit Plan	\$580.42
Vector Security	\$561.60
Verizon Wireless	\$757.27
Total	\$34,778.73

Engineers Report

Doug Olmstead stated that applicant for the Echo Lake Landing project was aware of the study and were also given a copy of the environmental study. Mr. Olmstead stated that the applicant will submit a report for his review.

There was general discussion regarding the Resolutions to amend the 2009 Fee Schedules.

Scott Schaller made a motion to adopt Resolution 01-2009-01; Plan Application and Retainer Fee Calculation Form. Ron Clewell seconded the motion. The motion carried 3-0.

Scott Schaller made a motion to adopt Resolution 01-2009-02; Zoning Fees. Bob Spano seconded the motion. The motion carried 3-0.

Scott Schaller made a motion to adopt Resolution 01-2009-03; Residential Building Code Fee Schedule. Bob Spano seconded the motion. The motion carried 3-0.

Scott Schaller made a motion to adopt Resolution 01-2009-04; Ron Clewell seconded the motion. The motion carried 3-0.

Scott Schaller thanked Sherry Predmore for her many years of service as the Township Secretary and stated that in her honor a plaque will be presented to her at a future township meeting.

There being no further business the meeting adjourned in regular order at 9:35 am.

Respectfully submitted,

Michele Clewell,
Township Secretary