

**MIDDLE SMITHFIELD TOWNSHIP**  
**MONROE COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 06-2024-1**

**A RESOLUTION OF THE MIDDLE SMITHFIELD TOWNSHIP BOARD OF  
SUPERVISORS ESTABLISHING THE PROCEDURE FOR THE DISBURSEMENT OF  
FUNDS FROM THE ZERO POINT FIVE (0.5) MILLS FIRE TAX REVENUE FOR FISCAL  
YEAR 2024 AND THEREAFTER UNTIL REVISED BY RESOLUTION.**

**WHEREAS**, the Board of Supervisors of Middle Smithfield Township wishes to establish a policy for the distribution of the Middle Smithfield Township Fire Tax revenue for fiscal year 2024 and thereafter until revised by subsequent resolution.

**NOW, THEREFORE**, be it hereby **RESOLVED** that the Board of Supervisors of Middle Smithfield Township, Monroe County, Pennsylvania, establishes the following policy for the anticipated distribution of the Middle Smithfield Township Fire Tax funds:

**THAT** the Zero Point Five (0.5) Mills Fire Tax Revenue for fiscal year 2024 and thereafter until revised by subsequent resolution be distributed to the three (3) volunteer fire companies that provide coverage to Middle Smithfield Township as follows:

1. The revenue received from the Middle Smithfield Township Fire Tax shall be placed in one (1) interest bearing account to be managed by Middle Smithfield Township and shall be disbursed and/or otherwise distributed in the following not to exceed amounts to the following fire companies, subject to and conditional on the individual fire companies complying with and satisfying the provisions contained herein: up to 66% to Marshalls Creek Fire Company; up to 17% to Bushkill Volunteer Fire Company; and, up to 17% to Shawnee Fire Company, unless otherwise approved by the Middle Smithfield Township Board of Supervisors. The distribution of the above-referenced percentages from the Middle Smithfield Township Fire Tax revenue is subject to and conditional on the individual fire companies complying with and satisfying the conditions and requirements set forth herein. The Middle Smithfield Township Board of Supervisors may adjust the distribution percentages in the event of the individual fire companies failing to comply with the requirements of this Resolution or other reasons deemed to be in the best interest of Middle Smithfield Township. The adjustment of the distribution percentages shall be within the sole discretion of the Middle Smithfield Township Board of Supervisors. The time frame for the disbursement of funds to each of the three (3) above-referenced volunteer fire companies shall be quarterly, unless the Middle Smithfield Township Board of Supervisors determines to institute a different time frame which shall remain within the discretion of the Board of Supervisors. Each fire company shall be required to provide an itemized listing of all expenditures of these funds, with receipts, before the Township releases additional funding to each individual fire company. The Middle Smithfield Township Board of Supervisors may withhold any and all funds in the event the fire company fails to provide an itemized listing of expenditures.
2. The fire tax funds referenced in subsection 1 above shall be disbursed annually via quarterly distributions to the above-referenced fire companies unless otherwise decided by the Middle Smithfield Township Board of Supervisors. Fire tax funds shall be disbursed only for those purposes set forth in the Pennsylvania Second Class Township Code, 53 P.S. § 68205(a)(4), and which purposes are in the nature of capital expenditures, as well as annual or current operations (appropriations) of the subject volunteer fire company.

3. The above-referenced fire companies shall comply with and satisfy the following requirements as a condition of receiving the Middle Smithfield Township Fire Tax funds:
- (a) The fire companies are expected to pursue grant funds, and continue fundraising activities, but are not permitted to do road drives.
  - (b) Provide fire protection services to the residents of and visitors to Middle Smithfield Township in a timely manner 24 hours per day, 7 days per week, in accordance with state and federal laws, regulations and protocols.
  - (c) The fire companies shall be located at a permanent location within the Township or within 1 mile of the Township from which the fire company will respond.
  - (d) The fire companies shall at all times remain licensed, certified and/or enrolled in good standing with all applicable state and federal authorities and all required state or national accrediting organizations.
  - (e) Provide assistance to all other appointed fire protection service providers within the Township in the event that such assistance is necessary (*e.g.*, through mutual aid request).
  - (f) Each month, the fire companies shall provide monthly statistic reports summarizing the response activity of the previous month which contain the information more fully described below. The reports shall be submitted to the Township on or before the 15<sup>th</sup> of every month
  - (g) The fire companies shall use their best efforts to see that the response time to incidents requiring fire protection services within the Township is within a time deemed acceptable to the Township in order to ensure the safety, health and welfare of Township residents and others within the Township.
  - (h) The fire companies shall make available to the Township at all reasonable times financial statements and records relating to the use of fire tax funds.
  - (i) The fire companies shall prepare an annual budget prior to the beginning of the fiscal year and provide it to the Township for review on or before two (2) months prior to the end of their respective fiscal year. Beginning in fiscal year 2024, the fire companies shall provide a full audit performed by a CPA. Thereafter, full audits will be performed upon the request of Middle Smithfield Township. Each fire company shall make available to the Township any and all financial records, audits, documentation and/or statements relating to the use of fire tax funds from the Township on an annual basis and/or as or when requested by the Township.
  - (j) The fire companies shall maintain all fire protection service equipment and vehicles in good operating condition.
  - (k) The fire companies shall comply with all applicable federal, state, and local laws and regulations.
  - (l) The fire companies shall provide the Township on a monthly basis and/or as otherwise


requested by the Township all documentation of all calls on which fire protection service is dispatched within the geographical limits of the Township, which documentation shall include the following information and data:

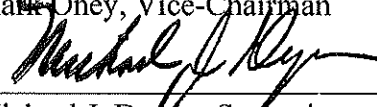
- (1) Time the call was received;
- (2) Time the responding unit was enroute to the scene;
- (3) Time the unit arrived at the scene;
- (4) Time the unit departed the scene;
- (5) Time the unit was back in service;
- (6) All other information and/or data required by applicable Rules and Regulations that is not privileged and/or confidential; and,
- (7) All other information and/or data Middle Smithfield Township deems necessary


**Adopted**, this \_\_\_\_ day of \_\_\_\_\_, 2024 at a regularly scheduled meeting of the Board of Supervisors of the Township of Middle Smithfield.

**MIDDLE SMITHFIELD TOWNSHIP  
BOARD OF SUPERVISORS**

By:  Rhonda Atkinson, Chairwoman

By:  Mark Oney, Vice-Chairman

By:  Michael J. Dwyer, Supervisor

ATTEST:  
  
Township Secretary

[TOWNSHIP SEAL]