

The annual organizational meeting of the Middle Smithfield Township Board of Supervisors was held on Monday, January 6, 2014 at 6:00 p.m. at the Schoonover Municipal Building.

Members present: Annette Atkinson, Michael Dwyer and Mitchell Marcus. Also in attendance, Township Secretary Michele Clewell, Township Solicitor Michael Gaul and numerous members of the public. (Attorney Gaul did not arrive until 6:30 p.m.)

2014 Organization

Chairman – Annette Atkinson upon a motion of Michael Dwyer, second by Annette Atkinson. Mitchell Marcus voted no. Motion passed 2-1.

Vice-Chairman – Michael Dwyer upon a motion of Annette Atkinson, second by Mitchell Marcus. Motion passed 3-0.

Public Works Director – Michael Dwyer upon a motion of Annette Atkinson, second by Michael Dwyer. Mitchell Marcus voted no. Motion passed 2-1.

Administrative Director – Annette Atkinson upon a motion of Michael Dwyer, second by Annette Atkinson. Mitchell Marcus voted no. Motion passed 2-1.

Assistant Administrative Director – Michele Clewell upon a motion of Michael Dwyer, second by Mitchell Marcus. Motion passed 3-0.

Operations Director – Annette Atkinson upon a motion of Michael Dwyer, second by Annette Atkinson. Motion passed 3-0.

Assistant Operations Director – Michael Dwyer upon a motion of Annette Atkinson, second by Mitchell Marcus. Motion passed 3-0.

Treasurer – Michael Dwyer upon a motion of Annette Atkinson, second by Mitchell Marcus. Motion passed 3-0.

Treasurer (Assistant) – Annette Atkinson upon a motion of Michael Dwyer, second by Annette Atkinson. Motion passed 3-0.

Township Secretary – Michele Clewell upon a motion of Annette Atkinson, second by Mitchell Marcus. Motion passed 3-0.

Budget & Finance Manager – Raymond Wolfe upon a motion of Annette Atkinson, second by Michael Dwyer. Bob Pohlman asked if this is a paid position. Annette Atkinson stated that this is not a new job, just that the title has changed and yes, it is a full time position. Motion passed 3-0.

Building Inspectors & BCO – David Manter and Building Inspections Underwriters of PA, Inc. (BIU) upon a motion of Annette Atkinson, second by Mitchell Marcus. John Ferro asked if this is a full time position. Mitchell Marcus stated that this is on an as needed basis, not a full time employee. Motion passed 3-0.

Human Resources Coordinator – Michele Clewell upon a motion of Annette Atkinson, second by Mitchell Marcus. Motion passed 3-0.

Insurance and Risk Management Director – Mitchell Marcus upon a motion of Annette Atkinson, second by Michael Dwyer. Motion passed 3-0.

Open Records Officer – Joan Woisin upon a motion of Annette Atkinson, second by Mitchell Marcus. John Ferro asked if this is a full time position. Annette Atkinson stated that it is not a full time position, and Ms. Woisin is not a full time employee, but Ms. Woisin also has other job duties, such as the Assistant Sewer Department Coordinator. Motion passed 3-0.

Assistant Open Records Officer – Michele Clewell upon a motion of Annette Atkinson, second by Michael Dwyer. Motion passed 3-0.

Recycling Coordinator – Cory Lyon upon a motion of Michael Dwyer, second by Annette Atkinson. Motion passed 3-0.

Tax Collector Committee Delegate – Raymond Wolfe upon a motion of Mitchell Marcus, second by Michael Dwyer. Motion passed 3-0.

Tax Collector Committee Delegate Alternate – Annette Atkinson upon a motion of Mitchell Marcus, second by Michael Dwyer. Motion passed 3-0.

Township Solicitor – The Firm of King Spry with Michael Gaul, Esquire being the representative upon a motion of Annette Atkinson, second by Mitchell Marcus. Bob Pohlman asked if the Supervisors are happy with Attorney Gaul. The Supervisors replied that they are very satisfied with Attorney Gaul; he is very thorough. Motion passed 3-0.

Township Solicitor (Alternate) – the Firm of Newman, Williams, Mishkin with Gerard Geiger, Esquire being the representative upon a motion of Annette Atkinson, second by Michael Dwyer. Patricia J. Griffin asked what qualities make Attorney Geiger good. Annette Atkinson stated that Attorney Geiger is handling the Hott PA, Inc. matter for the township and the Supervisors are very satisfied with his performance. Motion passed 3-0.

Special Legal Counsel – Siana, Bellwar and McAndrew, LLP upon a motion of Annette Atkinson, second by Mitchell Marcus. Bob Pohlman asked what this legal counsel is for. Annette Atkinson stated that this is the law firm for the sewer department/collections. Motion passed 3-0.

Planning Commission Solicitor – The Firm of Weitzmann and Weitzmann, LLC, with Todd Weitzmann, Esquire being the representative upon a motion of Annette Atkinson, second by Mitchell Marcus. Motion passed 3-0.

Planning Commission Solicitor (Alternate) – the Firm of King Spry with Michael Gaul, Esquire being the representative upon a motion of Annette Atkinson, second by Michael Dwyer. Motion passed 3-0.

Zoning Hearing Board Solicitor – The Firm of Matergia and Dunn with John Dunn being the representative upon a motion of Michael Dwyer, second by Mitchell Marcus. Motion passed 3-0.

Zoning Hearing Board Solicitor (Alternate) – the Firm of Fitzpatrick, Lentz and Bubba upon a motion of Michael Dwyer, second by Mitchell Marcus. Motion passed 3-0.

Township Engineer – The Firm of Gilmore & Associates with Fred Courtright being the representative upon a motion of Mitchell Marcus, second by Annette Atkinson. Motion passed 3-0.

Township Engineer (Alternate) – The Firm of Borton Lawson with Deanna Schmoyer as the Representative upon a motion of Mitchell Marcus, second by Annette Atkinson. Motion passed 3-0.

Sewage Enforcement Officer - David Manter and Building Inspections Underwriters of PA, Inc. (BIU) upon a motion of Mitchell Marcus second by Michael Dwyer. Motion passed 3-0.

Sewage Enforcement Officer (Alternate) – Jeryl Reinhardt upon a motion of Annette Atkinson, second by Michael Dwyer. Motion passed 3-0.

Zoning Code Enforcement Officer – The Firm of Building Inspectors Underwriters of PA, Inc., with Ed Powell being the representative upon a motion of Michael Dwyer, second by Annette Atkinson. Motion passed 3-0.

Zoning Code Enforcement Officer (Alternate) - The Firm of Building Inspectors Underwriters of PA, Inc. with Dave Manter being the representative upon a motion of Michael Dwyer, second by Annette Atkinson. Motion passed 3-0.

Appeals Board for Building Codes (3 year term) – Cory Lyon upon a motion of Annette Atkinson, second by Mitchell Marcus. Motion passed 3-0.

Chairman of the Vacancy Board – Ronald L. Clewell upon a motion of Mitchell Marcus, second by Annette Atkinson. Motion passed 3-0.

Compost Processing Board – Michael Dwyer for a (2) year term upon a motion of Mitchell Marcus, second by Annette Atkinson. Motion passed 3-0. Annette Atkinson for a (1) year term upon a motion of Mitchell Marcus, second by Michael Dwyer. Motion passed 3-0.

Economic Development Committee– Tim O’Donnell and Debbie Kulick for a (1) year term and Bob Hetu, Carrie Wetherbee and Carl Wilgus for a (2) year term upon a motion of Michael Dwyer, second by Annette Atkinson. Motion passed 3-0.

Emergency Management Coordinator – John Ferro upon a motion of Annette Atkinson, second by Mitchell Marcus. Motion passed 3-0.

Emergency Management Deputies – Mitchell Marcus and Richard Provoznik upon a motion of Annette Atkinson, second by Mitchell Marcus. John Ferro stated that he received a notice from PEMA and all deputies MUST be certified by June 1, 2014. Mr. Ferro also discussed having the staff be appointed as well. Annette Atkinson made a motion to withdraw her prior motion, seconded by Michael Dwyer, motion passed 3-0.

Annette Atkinson made a motion to appoint Mitchell Marcus and Richard Provoznik as the EM Deputies to a term of (6) months and then place the appointments on the agenda again June 1, 2014, Michael Dwyer second the motion. Motion passed 3-0.

Golf Course Advisory Board (annual appointment) – Ray White, Mike Sweeney, Craig Wetherbee, Buz Radican and Don Henry upon a motion of Annette Atkinson, seconded by Mitchell Marcus. Bob Pohlman asked if the board members all live within CCP and if they do shouldn’t the Supervisors solicit members from different parts of the Township. Annette Atkinson stated that they all do live within CCP and the intent of the Supervisors was to have non-CCP residents submit letters of interest, however, the only taxpayers that submitted letters were residents within CCP. Motion passed 3-0.

Golf Course Advisory Board Chairman – Ray White upon a motion of Michael Dwyer, seconded by Mitchell Marcus. Motion passed 3-0.

Historical Commission (3) year term– Albert Decker upon a motion of Mitchell Marcus, seconded by Annette Atkinson. Motion passed 3-0.

Parks & Recreation Board – Jeff Reichel to a (5) year term, Ann Marie Pohlman to a (4) year term and Patricia J. Griffin to a (2) year term, seconded by Annette Atkinson. Motion passed 3-0.

Parks & Recreation Director – Michael Dwyer upon a motion of Mitchell Marcus, seconded by Annette Atkinson. Motion passed 3-0.

Regional Park Commission (annual appointment) – Larry Shoemaker, John Ferro, Albert Decker and Jeff Reichel upon a motion of Mitchell Marcus, seconded by Michael Dwyer. Motion passed 3-0.

Planning Commission (4) year term – Mark Oney and Bill Surino to a (4) year term and Patricia J. Griffin to a (1) year term, upon a motion of Michael Dwyer, seconded by Annette Atkinson. Motion passed 3-0.

Representative to COG – Michael Dwyer with the other two Supervisors as alternates upon a motion of Annette Atkinson, seconded by Mitchell Marcus. Motion passed 3-0.

Voting Delegate at PSATS Convention – Michael Dwyer upon a motion of Annette Atkinson, seconded by Mitchell Marcus. Motion passed 3-0.

Zoning Hearing board (5 year term) – Arthur Jenkins upon a motion of Annette Atkinson, seconded the Michael Dwyer. Motion passed 3-0.

Treasurers Bond – Mitchell Marcus made a motion to set the Treasurers Bond at \$1,000,000.00 Michael Dwyer seconded the motion. Motion passed 3-0.

Assistant Treasurer’s Bond - Mitchell Marcus made a motion to set the Assistant Treasurers Bond at \$1, 000,000.00. Michael Dwyer seconded the motion. Motion passed 3-0.

Blanket Employee Dishonesty Bond - Mitchell Marcus made a motion to set the Blanket Employee Dishonesty Bond at \$1, 000,000.00. Michael Dwyer seconded the motion. Motion passed 3-0.

Depository of the General Fund and Payroll Account – Wayne Bank upon a motion of Michael Dwyer, seconded by Mitchell Marcus. Motion passed 3-0.

Depository of the Sewer Fund – Wayne Bank upon a motion of Michael Dwyer, seconded by Mitchell Marcus. Motion passed 3-0.

Depository of the Golf Course Fund – Wayne Bank upon a motion of Michael Dwyer, seconded the Annette Atkinson. Motion passed 3-0.

Depository for the State Fund – PNC Bank upon a motion of Michael Dwyer, seconded by Mitchell Marcus. Motion passed 3-0.

Bills that impact normal operation, and are subject to discounts or penalties are payable when due with approval confirmation at the following meeting, (Examples; payroll, taxes, electric, telephone, postage) – Annette Atkinson made a motion approve, Mitchell Marcus seconded the motion. Motion passed 3-0.

Board of Supervisors regular meetings -2nd Wednesday and 4th Thursday of every month with the exception of the January, November and December 2014 meetings. The Board of Supervisors will meet on 1/23, 11/12, 12/4 & 12/29. All meetings will be held at 7pm upon a motion of Annette Atkinson, seconded by Mitchell Marcus. Motion passed 3-0.

Board of Supervisors work sessions - Mon-Sun at 8am, 9am, 10am, 2pm, 6pm and 7pm as needed, with every Friday at 8am being the primary work session day upon a motion of Annette Atkinson, seconded by Michael Dwyer. Motion passed 3-0.

Set mileage rate at IRS guidelines for use of personal vehicle on township business – Michael Dwyer made a motion to reimburse .56 per miles for the use of personal vehicle on township business. Annette Atkinson seconded the motion. Motion passed 3-0.

Salary, benefits and personnel package – Annette Atkinson made a motion to adopt as written the employee handbook. Michael Dwyer seconded the motion. Motion passed 3-0.

Other Business

Approval of Minutes

Annette Atkinson made a motion to approve the December 30, 2013 minutes. Michael Dwyer seconded the motion. Motion passed 3-0.

Report of Executive Session

Attorney Gaul stated that no executive session has been held since the last meeting as reported in the December 30, 2013 minutes.

Announcements

Annette Atkinson stated that the next meeting, January 23, 2014 the presentation to the public will review the plans for 2014.

Treasurers Report

Michael Dwyer stated that the Township financial position has remained good.

Approval of Payables – Michael Dwyer made a motion to approve the general fund payables in the amount of \$65,042.33. Annette Atkinson seconded the motion. Motion passed 3-0.

Michael Dwyer made a motion to approve the sewer fund payables in the amount of \$63,516.76. Annette Atkinson seconded the motion. Motion passed 3-0.

Michael Dwyer made a motion to pay the liquid fuels payables in the amount of \$10,575.10. Annette Atkinson seconded the motion. Motion passed 3-0.

Solicitors Report

Monroe County Tax Appeal; Akram Chudhary, Courtney, Inc. - Attorney Gaul stated that this is on the agenda for informational purposes only and at this time there is no reason for the Township Solicitor to make his appearance. No action required.

Engineers Report

None

New Business

Resolution 01-2014-1; Middle Smithfield Township Residential Building Code Fee Schedule – Annette Atkinson made a motion to approve. Michael Dwyer seconded the motion. Motion passed 3-0.

Resolution 01-2014-2; Middle Smithfield Township Other Than Residential Building Code Fee Schedule - Annette Atkinson made a motion to approve. Bob Pohlman asked what the difference between them is. Michael Dwyer stated that one is residential and the other is commercial. Mitchell Marcus seconded the motion. Motion passed 3-0.

Resolution 01-2014-3; Middle Smithfield Township Fee Schedule - Annette Atkinson made a motion to approve. Michael Dwyer seconded the motion. Motion passed 3-0.

Resolution 01-2014-4; Middle Smithfield Township Plan Application and Retainer Fee Calculation Form – Annette Atkinson made a motion to approve. Mitchell Marcus seconded the motion. Motion passed 3-0.

Public Comment

Bob Pohlman stated that the new Township website is nice, however it is slow. Wayne Witkowski also stated that the site looks good but slow and you have to go back to the classic view to get the phone numbers. Annette Atkinson stated that the township phone number is at the bottom of every webpage, and the phone number and everyone's extension is on the "Contact Us" page. She will look into some users experiencing delays as others have no problem.

Patricia Griffin stated that the Supervisors are doing an awesome job and the Shop Local was a success.

Wayne Witkowski asked the supervisors if they have thought about wind turbine. Annette Atkinson stated that they have thought about it and Fred Courtright is retrieving the data.

Charlie asked if there are any updates on the dog park. Michael Dwyer stated that they are still waiting on PennDOT for the lease on the Oak Grove property. He also stated that the Public Works Department was on site at the proposed new dog park and they cleared some brush in order to obtain measurements of the property.

John Ferro asked about doing a live streaming webcast of all the township meetings. Annette Atkinson stated that there would be substantial IT costs and it would prove to be too expensive as the township has other IT improvements it needs to make first.

Adjournment

Annette Atkinson made a motion to adjourn the meeting at 6:45 p.m. Michael Dwyer seconded the motion passed 3-0.

Respectfully submitted,

Michele L. Clewell
Township Secretary

Liquid
Fuels

Date	Num	Name	Memo	Amount
01/06/2014	2014	American Rock Salt Co, LLC	inv 0375404 / 0375976 salt	-9,853.55
01/06/2014	2015	Hanson Aggregates Inc	inv 2465645	-721.55
				-
				10,575.10

Sewer
Department

Date	Num	Name	Memo	Amount
01/03/2014	10146	ALLSTATE SEPTIC SYSTEMS, LLP	233483	-270.00
01/03/2014	10147	COYNE CHEMICAL	921248	-2,860.00
				-
01/03/2014	10148	MST2012GOB PROSSER LABORATORIES, INC.	January installment	38,594.79
01/03/2014	10149			21,016.97
01/03/2014	10150	STRAND	6874	-665.05

01/03/2014 10151 TOPS SOFTWARE

WD357 January 2014
Maint

-109.95

-
63,516.76

-
63,516.76

General Fund Payables

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
11335	Richard Woisin & Joan Hemm-Woisin	tax assessment refund 9/116158	-133.59
11329	Allstate Septic Systems, LLP	inv 233225 Echo/ Ressica handicap units	-260.00
11330	American United Life Insurance Company	policy G 0061299-0000-000 life insurance	-1,215.49
11331	GreatAmerican Leasing Corp	inv 0120585176000 copier lease	-304.50
11332	H.A.R.I.E	policy 307441611-13 workers comp	-4,594.00
Trf	Middle Smithfield Township	Payoll Funds Transfer	45,489.43
11336	Alfred S. Arnst	inv cp2002363 reimburse for boots	-150.00
11337	Allstate Septic Systems, LLP	inv 233446 puteck park	-95.00
11338	CDW Government	VOID: quote DWWL174 computer system	0.00
11339	Cleveland Brothers	inv INPP0419080/0420097	-572.27
11340	Debbi Manter	inv 1044 cleaning	-811.50
11341	E.M. Kutz	inv 1407 cable	-190.00
11342	E.Stoudburg Ara North High School Choir	Donation to Choir for tree lighting	-150.00
11343	General Code, LLC	inv c0013362 annual maintenance fee	-1,195.00
11344	Jeanette Aditya	09/8a/2/31-1d tax assessment reduction	-102.78
11345	M.S.T.S.D.	MS-0032 1st qtr sewer	-265.00
11346	Marshalls Creek Plumbing	inv 7997 parts	-32.57
11347	Miggys Five	kitchen supplies 1/2/14	-40.40
11348	Mobile Media Technologies LLC	inv 11917 Annual Service fee textcaster	-1,600.00
11349	Montague Tool	inv 36064-01 saw blades	-62.69
11350	New York Truck Parts	inv 2507 flood rim	-100.00
11351	PMRS	45-027-5N admin fee	-740.00
11352	R & S Auto & Truck	inspections inv 7969/70-71-72-73-74-75-76	-431.57
11353	Service Tire Truck	inv k61890-26 tires	-687.00
11354	Sten & Christia Kjellbeg	09/96765-51d tax assessment reduction	-50.46
11355	Trumpmedia	balance of contract for website	-974.96
11356	Verizon Wireless	inv 9716863056 cell phones	-224.32
11357	William Parr.	inv 2052 reimburse for boots	-150.00
11358	Winston Chen	09/87028/u29 tax assessment reduction	-40.19
11359	Allstate Septic Systems, LLP	inv 233443 ressica park	-95.00
11360	Claude S. Cyphers, Inc	inv 617793 parts	-25.35
11361	CDW Government	inv HW91465 computer system	-2,162.64

11362

Wayne Rohner

Claimed Overtime per 7/14/13 W.Rohner
Corres

-2,096.52

-

65,042.23

