

A special meeting of the Middle Smithfield Township Board of Supervisors was held on Thursday, March 14, 2013 at 6:30 p.m. followed by the regular scheduled meeting at 7:00 p.m. at the Schoonover Municipal Building with Annette Atkinson presiding.

Members present: Annette Atkinson, Michael J. Dwyer and Mitchell K. Marcus, also in attendance; Township Solicitor Michael Gaul, Township Zoning Officer/Code Official Wayne Rohner, Township Secretary Michele Clewell, Stenographer Donna Kenderdine and several interested parties and residents.

### **Public Hearing**

Dangerous Structure – Dagoberto Mederos, fire damaged home located off Coolbaugh Drive, Lot No. 2 of the Pine Glen Subdivision. Donna Kenderdine took a stenographic record of the public hearing.

Annette Atkinson made a motion to open the public hearing at 6:35 p.m. Mitchell Marcus seconded the motion. Motion passed 3-0.

Attorney Gaul conducted the public hearing on behalf of the Board of Supervisors.

Raymond Ziemba and Don Watson provided testimony.

Wayne Rohner testified in his capacity as the Middle Smithfield Township Zoning Officer/Code Official, whereby exhibits were entered into the record.

Annette Atkinson made a motion to close the public hearing at 6:53 p.m. Mitchell Marcus seconded the motion. Motion passed 3-0.

Annette Atkinson made a motion to order the owner of Lot No. 2 of the Pine Glen Subdivision, PIN #09731602960745 to demolish & remove fire damaged building and authorize the solicitor to prepare a written decision. Michael Dwyer seconded the motion.

Attorney Gaul stated that a sign will be posted on the property if the Board of Supervisors have found the building to be a dangerous structure and the notice is to remain until it is demolished.

Motion passed 3-0.

### **Solicitors Report**

Tesche Minor Subdivision Plan – Attorney Gaul stated that he and the Board of Supervisors received a revised plan today and has not had the opportunity to review it. Ray Rogers stated that the plan contains the language Attorney Gaul required.

Annette Atkinson made a motion to table a decision on the Tesche Minor Subdivision Plan and modification requests until the Board of Supervisors March 28, 2013 7:00 p.m. meeting. Mitchell Marcus seconded the motion. Motion passed 3-0.

### **Executive Session**

Annette Atkinson made a motion to go into executive session at 7:01 p.m. Mitchell Marcus seconded the motion. Motion passed 3-0.

Annette Atkinson made a motion to reconvene the meeting at 7:21 p.m. Mitchell Marcus seconded the motion. Motion passed 3-0.

(Editor's note: The Solicitor left the Board of Supervisor's meeting after the executive session)

### **Approval of Minutes**

Annette Atkinson made a motion to approve the February 28, 2013 minutes. Michael Dwyer seconded the motion. Motion passed 3-0.

### **Report of Executive Sessions**

Annette Atkinson reported that an executive session was held prior to this meeting to discuss legal matters before the township.

### **Committee Reports**

- a. Eastern Monroe Regional Park Commission – Mitchell Marcus stated that the next meeting will be held on March 18, 2013 at 7:00 p.m. and Intermunicipal agreements will be discussed. (Written report was not provided)
- b. Economic Development Committee – Debbie Kulick summarized the EDC monthly report.
- c. Golf Advisory Report – Ray White summarized the Golf Advisory Executive Board monthly report.
- d. Historical Commission – Annette Atkinson stated that the Historical Commission continues to work on the 501c3 tax exempt sates and 2013 Memory Makers. (Written report was not provided)
- e. Litter & Beautification – Ed Regina summarized the Litter & Beautification monthly report.

- f. Parks & Recreation Board – Joyce Fenical summarized the Parks & Recreation monthly report.
- g. Planning Commission – Annette Atkinson stated that the Planning Commission tabled a decision on the CCP Phase 3 Section 5 PRD plan and they are reviewing the Proposed Floodplain Ordinance. (No written report was provided)
- h. Workers Compensation Safety Committee – Mitchell Marcus stated that the next meeting is scheduled for April 11, 2013 at 7:30 a.m. and new members will be voted in. A four hour training course to certify the members will be held at the April 11<sup>th</sup> meeting. CPR, First Aid and Hazmat training is currently being scheduled. Fire alarms and sprinklers were reviewed; kitchen mats were also to be ordered. Mr. Marcus stated that due to the township creating a safety committee, the Workers Compensation Insurance will be reduced by 5%.

(Editor's Note: Committee reports can be viewed in their entirety on the township website)

### **Treasurer's Report**

Michael Dwyer reported that we have experienced a number of 2" and 3" winter storms that are just as expensive if not more as the larger snow storms. The expenses are at or close to budget numbers.

A meeting was held with representatives from the Township and PennDOT in order to work on the initial agility agreement, whereby work is traded off between Middle Smithfield Township and PennDOT.

FEMA has also reassured us that we should be receiving our claim monies in the next four to six weeks.

The Monroe County Conservation District has also met with officials from the township regarding utilizing grant monies for specific township roads.

The draft recycling agreement has been forwarded to Lehman and Smithfield Township and a meeting has been scheduled for April 5, 2013 for review.

The 2012 F-450 Ford dump truck with plow was delivered and will be paid out of the general funds which will be reimbursed through the Liquid Fuels Fund.

Approval of Payables – Michael Dwyer made a motion to pay the general fund payables in the amount of \$206,206.49. Mitchell Marcus seconded the motion. Motion passed 3-0.

Michael Dwyer made a motion to pay the (5) EMS providers a total of \$44,457.55. Mitchell Marcus seconded the motion. Motion passed 3-0.

Michael Dwyer made a motion to pay the sewer payables in the amount of \$240,304.74. Mitchell Marcus seconded the motion. Motion passed 3-0.

Michael Dwyer made a motion to pay the golf course payables in the amount of \$8,921.65. Mitchell Marcus seconded the motion. Motion passed 3-0.

Michael Dwyer made a motion to pay the liquid fuels payables in the amount of \$24,695.53. Mitchell Marcus seconded the motion. Motion passed 3-0.

Monroe County Assessment Office; Tax Refunds – Michael Dwyer made a motion to refund Youri & Marina Chipiga \$87.55. Mitchell Marcus seconded the motion. Motion passed 3-0.

### **New Business**

Clubhouse Rental Agreement for Township Employees – Annette Atkinson made a motion to adopt the rental agreement for township employees. Mitchell Marcus seconded the motion. Motion passed 3-0.

Newly Hired Employees – Annette Atkinson made a motion to hire Steve Stein and John Beniamino retroactively to March 4, 2013 for golf course maintenance. Mitchell Marcus seconded the motion. Motion passed 3-0.

### **Public Comment**

Richard Kawski stated that there is a hazardous house at the bottom of his road and asked what can be done. Annette Atkinson stated that the Monroe County Vector Control should be contacted and if he feels strongly he should file a complaint with the township zoning officer/code official.

Oscar Woerlien asked about the digital sign conditional use public hearing. Michael Dwyer stated that the hearing was continued to March 20, 2013.

John Davis asked about the HOA meeting that the township sponsored. Michael Dwyer answered Mr. Davis's questions.

Anthony Valentino asked if the township was going to alert/notify residents through social media of emergencies. Annette Atkinson said yes and we are currently looking into this.

Annette Atkinson made a motion to adjourn the meeting at 8:07 p.m. Mitchell Marcus seconded the motion. Motion passed 3-0.

Respectfully submitted,

Michele L. Clewell, Township Secretary

## General Fund 03/14/2013

Num	Name	Memo	Amount
10444	First Insurance Funding Corp	12101-0066-1674635	-9,364.17
10445	Greater Pocono Chamber of Commerce	annual membership dues	-140.00
10446	Greater Pocono Chamber of Commerce	Expo '13	-250.00
10447	New Holland Auto Group	Ford F-450 truck	-44,000.00
10448	GreatAmerican Leasing Corp	inv copier lease	-304.50
10449	Middle Smithfield Township 2012 GOB	2012 GOB General Fund portion installment	-11,491.67
10450	Advance Auto Parts	inv 6952305246670 brake pad set	-18.99
10451	BIU of PA, Inc.	inv 0100-0120-028897 permits	-985.42
10452	BWP-Carquest Auto Parts	8348-33729/33988/34074/34061	-160.88
10453	Cintas Corp	inv 101185498 cleaning	-79.96
10454	Gilmore & Associates, Inc.	124009-124016 engineering bills	-8,950.86
10455	Grainger, Inc.	inv 9085488840 coreless roll liners	-525.42
10456	Kimball Midwest	inv 2862898 paint & supplies	-403.24
10457	Lewis True Value	misc hardware Feb	-381.77
10458	Mercedes-Benz Fin Serv USA LLC	100-0199093-000	-18,297.81
10459	Met Ed	a/c 100059550028 Echo Lake Park	-24.03
10460	Monroe County Treasurer	2013 tax bills / interim A	-3,621.95
10461	MRM Property & Liability Trust	inv 316546 add'l premium	-705.00
10462	Newman, Williams, Mishkin, Corveleyn PA Municipal Health Insurance	inv 85432 Hott Pa	-60.00
10463	Cooperative	052801 health insurance	-28,164.35
10464	PA One Call System, Inc.	inv 529483 monthly fee	-24.70
10465	Panko Reporting	inv 27969tc Adams Outdoor zoning hearing	-18.00
10466	Pennsylvania American Water	a/c 24-1989049-2 hydrants	-122.32
10467	PMRS	a/c 45-027-5n pension	-8,837.02
10468	Pocono Record	inv 651766	-457.10
10469	RICOH USA, Inc	inv 88668494 copier lease	-260.00
10470	Service Tire Truck	inv H95755-01 tire repairs	-649.06
10471	Signs & Graphics	inv 7848 decals for truck	-152.90
10472	Staples Contract and Commercial	inv 7000521593 office supplies	-191.90
10473	Tulpehocken Spring Water	invs 1269600/1280396 water	-92.25
10474	Warehouse Battery Outlet, Inc	inv 220991 batteries for pavers	-137.20
Trf	Middle Smithfield Township	Payroll Funds Transfer	-43,768.62
10475	Allstate Septic Systems, LLP	inv 221141 Putek park	-958.00
10476	Annette Atkinson.	reimburse for coffe urn	-102.27
10477	Avaya	inv 2732425203 phone system	-117.60
10478	Claude S. Cyphers, Inc	608556/608800	-150.85
10479	F.N.B. Commercial Leasing	lease # 1810-ML1	-4,073.84
10480	FedEx	inv 218895974	-21.78
10481	First Insurance Funding Corp	12101-0066-1674635	-9,364.17
10482	Five Star Equipment	inv 1377898 o-ring & seal	-169.30
10483	Friedman Electric	15242822.001/ .002	-171.18
10484	Glenn Kreckman Co	inv 4529 install new radio F350	-531.00

10485	ISObunkers, LLC	ainv0050904 propane 843.7 gal	-1,239.40
10486	Oriental Trading Company	inv 656107167-01 Egg Hunt prizes	-315.60
10487	Pocono Peterbilt	inv 318685 exhuaast pipe	-231.66
10488	R & S Auto & Truck	7877/78/79 inspections	-102.49
10489	SHRM	id 01475487 membership	-180.00
10490	Staples Contract and Commercial	inv 7000503572 office supplies	-218.73
10491	Telco	inv 22652 209 & Municipal Dr repairs	-80.65
10492	PA Chapter of APA	annual membership	-102.00
10493	PSATS	Rohner, Clewell, Lyon conference registration	-525.00
10494	EMC Insurance Companies	legal fees Homecomming Financial claim 2007	-4,208.12
10495	Met Ed	a/c 100073577916 Sellersville light	-29.15
10496	Pocono Produce	inv 464640 fruit box	-49.50
10497	Verizon	570223892064559Y	-623.11
			-
			<u>206,206.49</u>

**111-108 - Cable Franchise Fee**

Type	Date	Num	Name	Memo	Amount
Check	03/13/2013	1032	Bushkill Emergency Corps	4th qtr 2012 cable franchsie fee	-2,000.00
					-
Check	03/13/2013	1033	Marshalls Creek Fire Co	4th qtr 2012 cable franchsie fee	27,381.98
Check	03/13/2013	1034	Bushkill Fire Co.	4th qtr 2012 cable franchsie fee	-6,537.78
Check	03/13/2013	1035	Suburban E.M.S.	4th qtr 2012 cable franchsie fee	-2,000.00
Check	03/13/2013	1036	Shawnee Fire Co	4th qtr 2012 cable franchsie fee	-6,537.79
					-
Total 111-108 - Cable Franchise Fee					<u>44,457.55</u>

**102-000 - PNC Bank -Muni Plus Account**

Type	Date	Num	Name	Memo	Amount
Check	03/14/2013	1102	Paccar	100-683-190-00006100762 peterbuilt	24,695.53
					-
					<u>24,695.53</u>

Golf Course 3/14/2013

Date	Num	Name	Memo	Amount
03/01/2013	wt	JDC Golf and Turf	mower / aerator lease	1,264.63
				-
03/07/2013	wt	USB Equipment Finance	Toro Lease	1,325.16
			monthly installment for 2012 GOB 2013 payments	-863.02
03/14/2013	2230	MST 2012 G.O.B.		
03/14/2013	2231	BWP-Carquest Auto Parts	8348-31313/31530	-194.34
				-
03/14/2013	2232	Hellers Gas, Inc.	inv 85838/39	1,215.89

03/14/2013	2233	Kistler Printing Company, Inc.	CCP Rack Cards	-155.00
03/14/2013	2234	R&R Products	inv cd1650586 aerifier / mower parts	-771.10
03/14/2013	2235	Allstate Septic Systems, LLP	inv 144466 pump septic tank	-142.50
03/14/2013	2236	R & S Auto & Truck Repair, Inc	inv 7876 inspection	-25.24
03/14/2013	2237	Superior Plus Energy Services	invs 590012, 13, 14	-
03/14/2013	2238	Whitehall Turf Equipment	inv 271482 maint supplies	2,913.12
				<u>-51.65</u>
				-
				<u>8,921.65</u>