

The regular meeting of the Middle Smithfield Township Board of Supervisors was held on Thursday, June 27, 2013 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, Esq., Township Secretary Michele Clewell and numerous members of the public.

### **Approval of Minutes**

Annette Atkinson made a motion to approve the June 13, 2013 minutes. Michael Dwyer seconded the motion. Motion passed 3-0.

### **Report of Executive Session**

Attorney Gaul reported that an executive session was held prior to this meeting to discuss pending township legal matters with the solicitor and the Rohner statutory appeal.

### **Treasurer's Report**

Michael Dwyer stated that the township is in good financial health. Sewer collections are aggressively being sought.

A work session was held on June 24, 2013 with Lehman, Smithfield and Pocono Townships, respectfully, regarding leaf collection. A meeting with PennDOT to discuss the site location lease is anticipated in the near future. The PA DEP is working with the township and has been extremely helpful.

Payables – Michael Dwyer made a motion to pay the general fund payables in the amount of \$109,304.37. Annette Atkinson seconded the motion. Motion passed 3-0.

Michael Dwyer made a motion to pay the sewer fund payables in the amount of \$18,998.21. Annette Atkinson seconded the motion. Motion passed 3-0.

Michael Dwyer made a motion to pay the golf course payables in the amount of \$12,444.06. Annette Atkinson seconded the motion. Motion passed 3-0.

### **Solicitors Report**

Proposed Ordinance 194; Hiawatha Road Vacation – Attorney Gaul reported that we are waiting for DCNR and the club to work out an agreement and recommends the supervisors table the matter indefinitely. Michael Dwyer made a motion to table action on Proposed Ordinance 194. Annette Atkinson seconded the motion. Motion passed 3-0.

Proposed Ordinance 195; Fire Lanes – Attorney Gaul reported that the supervisors are considering tabling action on the proposed ordinance, however, the township currently has a fire lane ordinance already in place. Annette Atkinson made a motion to table action on Proposed Ordinance 195 until further information is received. Mitchell Marcus seconded the motion. Oscar Worlein asked if no parking signs are posted in the fire lanes within the township. Attorney Gaul stated that they should be. Motion passed 3-0.

## **Engineers Report**

Sellersville Junction Development, L.P. Request for Reduction of Financial Security No. 3 – Annette Atkinson reported that the supervisors are in receipt of the township engineer's letter of recommendation dated June 18, 2013. Annette Atkinson made a motion to release \$120,042.25 after the as-built survey and any outstanding fees are received. Michael Dwyer seconded the motion. Motion passed 3-0.

Fairway Villas Parking Lot Project Land Development Plan – Annette Atkinson made a motion to table action on the plan until the note the Planning Commission recommended is added to the plan.. Michael Dwyer seconded the motion. Motion passed 3-0.

## **New Business**

Truck Purchase; 2000 Mack Truck with Plow – Michael Dwyer made a motion to purchase the Mack truck from Stroud Township for \$31,000.00. Mr. Dwyer stated that this truck will replace the 1996 Mack truck and the township will attempt to put the 1996 truck up for sale in early fall. Annette Atkinson seconded the motion. Motion passed 3-0.

Resolution 06-2013-01; Right to Know Open Records Policy – Annette Atkinson made a motion to adopt the Right to Know Policy. Michael Dwyer seconded the motion. Ms. Atkinson stated that the only change to the policy is that a new person has been named as the Open Records Officer; Joan Woisin. Attorney Gaul stated that he recommends the supervisors amend the motion to have an alternate named as well. Annette Atkinson made a motion to amend the previous motion to include Michele Clewell as the alternate. Motion passed 3-0.

Newly Hired Personnel – Annette Atkinson made a motion to hire Karen Stapleton as the full time receptionist. Due to the recommendations of the auditors, and in order to segregate accounting duties, former receptionist Joan Woisin will help as Central Sewer Department Assistant and other general administrative duties, as well as Right to Know Officer. Ms. Atkinson stated that Ms. Clewell does a great job and oversees these departments as Administrative Coordinator, and while Ms. Clewell is an excellent Right to Know Officer, cross training is important. So, while Ms. Clewell will continue to oversee the Right to Know department as well, Joan Woisin is cross trained. Michael Dwyer seconded the motion. Motion passed 3-0.

Middle Smithfield Township Historical Commission; Appoint Members – Annette Atkinson made a motion to appoint Steven Kulick as Chairman for a (3) year term, Bob Huffman and

Vice-Chairman to a (3) year term, Ed Regina as Treasure to a (2) year term and Diane Huffman as Secretary to a (2) year term and one vacancy remaining for a (1) year term with the Chairman being appointed every year by the Board of Supervisors and all other officers elected by members of the Historical Commission every year. Michael Dwyer seconded the motion. Motion passed 3-0.

Authorize F.O. B. (Freight on Board) Advertising for Sealed Bids – Michael Dwyer made a motion authorizing and directing the township secretary to advertise to received sealed bids for the 2013 F.O. B.. Annette Atkinson seconded the motion. Motion passed 3-0.

Authorize Echo Lake Park Pavilion Advertising for Sealed Bids – Michael Dwyer made a motion authorizing and directing the township secretary to advertise to receive sealed bids for a 20'x40' pavilion. Annette Atkinson seconded the motion. Motion passed 3-0.

## **Announcements**

Township and Homeowners Association (HOA) Quarterly Networking Meeting - Michael Dwyer reported that he and Annette Atkinson met with (12) HOA members this past Saturday. The meeting was held at the Whispering Pines and lasted about (3) hours. Information sharing is a result of these meetings. Emergency management was a very important part to get the information out to the people.

Fort Hyndshaw – Annette Atkinson announced that a field trip will take place this Sunday with Danny Younger of the MST Historical Commission to locate the 1750's saw mill. Everyone will meet at the township building at 1:00 p.m.

Our Hero's Program Golf Promotion – Honoring Military, Police, Firefighters and paramedics/EMT with discount golf packages was announced.

Price Chopper and Wawa – Both stores opened to a welcoming community.

Committee Meeting – Annette Atkinson and Michael Dwyer met with the chairperson/vice-chairperson of the various township volunteer committees to discuss and review their mid-year reports that will be presented at the supervisors meeting on July 11, 2013. The Committees were very receptive to having such progress meetings, and requested that the Board of Supervisors have one every quarter.

Volunteers Appreciation – Annette Atkinson announced that a bar-be-queue will be held in August for all the township volunteer committee persons, in appreciation for the all the work they do.

## **Public Comment**

Richard Kowski asked the following:

- Status of the dog park. Michael Dwyer stated that the hope for the dog park is to get the new Oak Grove leaf collection site finalized with PennDOT and then construct a new dog park located off of Route 209 at Leroy's Lane and return the current dog park at the Judy Putek Memorial Park to its natural setting.
- Leaf progress. Mr. Dwyer stated that meeting has been ongoing for about a year and currently we are waiting for an agreement from PennDOT.
- If there are supposed to be pedestrian signs at Price Chopper. Annette Atkinson stated yes.
- Suggested that the supervisors consider only have (1) meeting per month during the summer.

Oscar Woerlein stated that the topics at the HOA meeting held Saturday were very informative but it seems that the same representation of HOA are showing up, why can't more representatives from the communities show up. Annette Atkinson stated that we have mailed, called and emailed, and then we can only hope that people show up. The next meeting is scheduled for September 21, 2013.

Larry Dymond asked about the following:

- Fairway Villas Parking lot plan. Annette Atkinson stated the Planning Commission recommended conditional approval.
- Seal coat bids from the previous meeting. Mr. Dwyer stated that is tar and chip for 4.5 miles of road.
- Pump station odor. Annette Atkinson stated that we have had a decrease in complaints on the odor, and the only one received lately is Mr. Dymond's.

Oscar Woerlein asked for an update on the Winona Lakes STP design. Annette Atkinson stated that the supervisors continue to work on this.

Mitchell Marcus began to provide his vacation schedule, however was repeatedly asked not to do it at the public meeting, but at the next morning's BOS workshop.

Annette Atkinson made a motion to adjourn the meeting at 7:38 p.m. Michael Dwyer seconded the motion. Motion passed 3-0.

Respectfully submitted,

Michele L. Clewell

June 27, 2013

General Fund

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
10751	Henry Martinez	release of fire insurance escrow	-7,368.20
Trf	Middle Smithfield Township	Payroll Funds Transfer	-42,164.06
Trf	Middle Smithfield Golf Course	Transfer to golf fund	-10,000.00
10752	A.J. Smith Electric Motor Service	inv 34636 bearings, machine shaft	-133.00
10753	AFLAC	insurance	-503.48
10754	Allstate Septic Systems, LLP	inv 225363 Echo Lake & Ressica handicap units	-260.00
10755	BIU of PA, Inc.	inv 01000120029505 permits	-1,605.00
10756	Bradco Supply Co	inv 96801-96808	-303.60
10757	BWP-Carquest Auto Parts	inv 8348-40142/42503/42609/42530 parts	-100.08
10758	Claude S. Cyphers, Inc	inv 611664/11656/11751/11870/120287	-237.11
10759	Cramer's Home Center	inv 906306/912377	-227.69
10760	Cramer's Welding & Repairs	inv 231868 repair leaf vac	-20.00
10761	E.M. Kutz	inv 44918-in strobe lights	-148.80
10762	Eureka Stone Quarry	inv 103600	-1,216.84
10763	Highway Equipment & Supply Co.	inv D01936 auger liners	-39.74
10764	Ingrid Almanzar	09/96923 tax assessment reduction	-73.27
10765	John's Truck Parts of NY Inc	inv 21290 seals	-117.00
10766	King, Spry, Herman, Freund & Paul LLC	legal fee inv 43428-43447	-18,298.00
10767	KODE Electric	201200520 eletrical work TWP bldg	-885.00
10768	Lawson Products, Inc.	inv 9301707376 grease etc	-203.78
10769	Macmillan Oil	inv 29600 motor oil	-470.00
10770	Marshalls Machinery	inv 11817 plate wiper	-27.27
10771	Met Ed	a/c 100073577916 Sellersville Light inv 5351 3rd qtr Public safety emergency dispatch services	-29.74
10772	Monroe County Control Center		-14,317.32
10773	Orazio Cirigliaro	09/17b/1/112 tax assessment refund	-254.63
10774	Pennsylvania Municipal League	inv 34682 L3P annual dues	-65.00
10775	Penteledata	a/c 3046817 email system	-479.65
10776	Pocono 4 Wheel Drive	inv 203896 aux work lights for f-150 f-350	-92.00
10777	Pocono Peterbilt	inv 323440/323553	-151.70
10778	Pocono Profoods	inv 489446c-folds. paper towels, tp	-105.80
10779	Powells Sales	inv 14907 tarp crank	-73.50
10780	PSATS CDL Program	inv 13-C0890 random drug test	-60.00
10781	R & S Auto & Truck	niv 7906 inspection	-40.17
10782	Richards Tree Farm	inv 28568 plants & mulch for flower beds	-151.16
10783	RICOH USA, Inc	inv 89185461 copier lease	-260.00
10784	S & W Starter	pw13200 battery ends, cable	-16.50
10785	Sun Litho Print	inv 34215 window envelope	-258.00
10786	The Hartford -Priority Accounts	inv 6372613-7 insurance	-1,121.35

10787	Verizon	570223892064559y	-677.47
10788	Warehouse Battery Outlet, Inc	inv 227924/28962	-406.45
10789	Wayne C. Strobel	09/90241 tax assessment refund	-15.39
10790	Allstate Septic Systems, LLP	inv 225598 /225590 Putek / Ressica	-190.00
10791	Cintas Corp	inv 101248002 cleaning	-103.73
10792	Eureka Stone Quarry	inv 103685 road materials	-1,819.82
10793	Grandowicz Engineering, Inc	inv 49/50 computer upgrades	-1,760.00
10794	Hanson Aggregates	inv 2339010 road materials	-622.62
10795	Staples Contract and Commercial	inv 7000684175/684176/691281 office supplies	-276.50
10796	Verizon Wireless	inv 9706743494 cell phones	-274.26
10797	Waste Management	inv 276966908218 container	-394.69
10798	Weitzmann & Weitzmann, LLC	inv 19953/54 Planning commission & CCP	-885.00
			<u>-</u>
			109,304.37

Golf Course Fund June 27, 2013

Num	Name	Memo	Amount
2422	Kode Electric Inc	pump house hole #11 repairs	(1,250.00)
2423	Allan Rotto Consultants, Inc	payment #6 verizon sales tax refund	(42.00)
2424	Allstate Septic Systems, LLP	inv 225592 3 porta potties	(285.00)
2425	Berkley Mid-Atlantic	a/c 10043096 insurance installment	(1,755.00)
2426	Claude S. Cyphers, Inc.	inv 611332 filter for Toro	(10.38)
2427	Dal Ku Son	refund of couple plus membership fee	(1,215.00)
2428	Genesis Turfgrass Inc.	invs 27859 /27857 greens maintenance supplies	(1,013.86)
2429	Hannaberry HVAC	inv sf06590 boiler repairs	(420.00)
2430	Hellers Gas, Inc.	inv 96965 clubhouse propane	(766.57)
2431	Kistler O'Brien Fire Protection	inv 71312700-6/14/13 fire protection system repairs	(1,074.50)
2432	Lewis True Value	inv a 354508/356173/358339/359337 misc parts reimbursement for food & snacks for pro shop & beverage cart	(146.62)
2433	Mark Oney		(432.69)
2434	Met-Ed	a/c 100085171773 guard shack	(139.11)
2435	PA American Water	a/c 242074627-9 big ridge drive	(14.28)
2436	Pocono Lake Supply	inv 3672 parts for weedwacker, chainsaw, and mower	(233.07)
2437	Pocono ProFoods	inv 489442 clubhouse bathroom supplies	(131.00)
2438	Sun Litho-Print, Inc.	inv 34197 score cards	(2,400.00)
2439	Verizon	570223737828754y fire	(130.31)
2440	Waste Management	inv 276967408218 clubhouse	(98.07)
2441	Wilson Sporting Goods	inv 4513704384 LOGO balls	(67.56)
2442	Met-Ed	a/c 100081748855 pump house tomx rd	(336.45)
2443	PA American Water	a/c 242074628-7 big ridge	(190.14)
2444	Verizon	570223814063192y alarm	(48.80)
2445	Waste Management	inv 276967508215 golf maint bldg	(110.62)

2446 Met-Ed

a/c 100081748863 golf maint bldg

(133.03)

(12,444.06)