

The re-scheduled meeting of the Middle Smithfield Township Board of Supervisors was held on Wednesday, October 17, 2012 at 7:00 p.m. at the Schoonover Municipal building with Mitchell K. Marcus presiding.

Members present: Mitchell K. Marcus, Annette Atkinson and Michael J. Dwyer. Also in attendance, Township Solicitor Michael Gaul, Esq., Township Alternate Gerard Geiger, Esq., Township Engineer Fred Courtright, P.E., Stenographer Donna Kenderdine, Township Secretary Michele Clewell and several interested parties and numerous residents.

Approval of Minutes

Mitchell Marcus made a motion approving the October 2, 2012 minutes. Annette Atkinson seconded the motion. Motion passed 3-0.

Report of Executive Sessions

Attorney Gaul reported that he and the Board of Supervisors have not held any executive sessions since last reported.

Michael Dwyer stated that an executive session was held on October 15, 2012 with the Board of Supervisors and Alternate Solicitor Gerard Geiger regarding the Hott PA Inc. Land Development plan and an executive session was held prior to this meeting regarding the same topic.

Engineers Report

Hott PA, Inc. Land Development Plan – (Donna Kenderdine took a stenographic record)

Attorney Williams requested that the Board of Supervisors accept an extension of time until December 14, 2012 for the board's review and decision on Hott PA's Land Development Plan, as there are unresolved issues.

Attorney Williams stated that they will meet at Mr. Courtright's office with a goal that everything is accomplished when they come to the Board of Supervisors meeting on December 11, 2012. Attorney Geiger stated that he would hope to meet by the end of November to resolve the issues.

Attorney Gaul asked that the request for an extension be in writing even though the court reporter is here.

Mitchell Marcus made a motion to table the Hott PA Inc., Land Development Plan until the Supervisors meeting, December 11, 2012. Michael Dwyer seconded the motion. Motion passed 3-0.

Mitchell Marcus made a motion to accept the request to extend the deadline to render a decision on the Hott PA, Inc. Land Development Plan until December 14, 2012. Michael Dwyer seconded the motion. Motion passed 3-0.

Correspondences

Monroe County Assessment Office Request a Refund Due – The following requests were received.

- a. Michael Dwyer made a motion to refund Karen Livingood the Township portion in the amount of \$34.29 due to incorrect building information. Annette Atkinson seconded the motion. Motion passed 3-0.
- b. Michael Dwyer made a motion to refund Perl R. Miller the Township portion in the amount of \$42.67 due to incorrect building information. Annette Atkinson seconded the motion. Motion passed 3-0.
- c. Mitchell Marcus made a motion to refund Amy R. Ondek the Township portion in the amount of \$127.03 due to incorrect building information. Michael Dwyer seconded the motion. Motion passed 3-0.
- d. Annette Atkinson made a motion to refund John and Karen Gannon the Township portion in the amount of \$132.53 due to incorrect building information. Mitchell Marcus seconded the motion. Motion passed 3-0.
- e. Annette Atkinson made a motion to refund James M. Logan the Township portion in the amount of \$236.00 due to incorrect building information. Mitchell Marcus seconded the motion. Motion passed 3-0.

Bushkill Emergency Corps – A letter was received thanking the Board of Supervisors for the donation made to them.

Middle Smithfield Presbyterian Church – A letter was received on October 4, 2012 from the Middle Smithfield Presbyterian Church, Reformed Church of Bushkill, Bushkill Community church, Faith International Church and St. John's Roman Catholic Church expressing their displeasure about how the Ironman Triathlon was organized.

Jim Devlin – An email was received from Mr. Jim Devlin expressing his gratitude toward the Public Works crew that did pavement repair on Barren Road on September 25, 2012.

Treasurer's Report

Michael Dwyer stated that (4) RFP's (Request for Proposal) and one letter of interest have been received to provide auditing services for 2012. The information submitted will be reviewed and by the November Supervisors meeting a recommendation and vote will be made to engage the services of a CPA firm for the purposes of auditing the 2012 financials.

Michael Dwyer reported that the turnout of residents for the fall cleanup was low compared to the spring cleanup.

Michael Dwyer made a motion pay the General Fund payables in the amount of \$133,613.78. Annette Atkinson seconded the motion. Motion passed 3-0.

Michael Dwyer made a motion to pay the Golf Course Fund payables in the amount of \$8,106.45. Annette Atkinson seconded the motion. Motion passed 3-0.

Michael Dwyer made a motion to pay the Sewer Fund payables in the amount of \$92,418.66. Annette Atkinson seconded the motion. Motion passed 3-0.

Michael Dwyer made a motion to pay the Liquid Fuels Fund payables in the amount of \$112,246.62. Annette Atkinson seconded the motion. Motion passed 3-0.

Michael Dwyer made a motion to pay Dosch King from the Liquid Fuels fund in the amount of \$34,629.30, which represents 90% of the bill for work done on Coolbaugh Road. Annette Atkinson seconded the motion. Motion passed 3-0. Mr. Dwyer stated that 10% of the payment is being held as the work is not to our satisfaction. The contractor was told that they must return in the spring to fix the problem in order to receive the balance.

Engineers Report

Central Sewer Line Extension; Advantage Electrical Installation Request for Payment No. 5 – Fred Courtright recommended Payment No. 5 in the amount of \$11,909.81 be paid. The work is complete except for submitting the as-built drawings and the shop manuals. There is about \$1,200.00 worth of work and things to do and the balance will be retained until the Township receives everything.

Mitchell Marcus made a motion to approve Payment No. 5 to Advantage Electric. Annette Atkinson seconded the motion. Motion passed 3-0.

Solicitors Report

Hiawatha Road; Vacation with Middle Smithfield Township – Attorney Gaul stated that this agenda item be tabled. Michael Dwyer made a motion to table. Annette Atkinson seconded the motion. Motion passed 3-0.

Glenn Morra v. Monroe County Board of Assessment Appeals, Monroe County, ESSD and Middle Smithfield Township – Attorney Gaul stated that the individual filed an appeal about his assessment and Attorney Gaul will not be involved as this is consistent with past practice of the Township. No action required.

New Business

Building Inspection Underwriter of Pennsylvania, Inc.; Proposal to Perform the Quarterly Inspections of Grease Traps and / or Separators – Michael Dwyer made a motion to accept the proposal as submitted. Mitchell Marcus seconded the motion. Motion passed 3-0.

Building Inspection Underwriters of Pennsylvania, Inc.; Proposal to Establish the Fees While Performing Zoning Duties as Alternate Zoning Officer – Mitchell Marcus made a motion to accept the proposal as submitted. Annette Atkinson seconded the motion. Motion passed 3-0.

Accept the Resignation of Sewer Department Coordinator – Annette Atkinson made motion to accept the resignation of the Sewer Department Coordinator. Mitchell Marcus seconded the motion. Motion passed 3-0.

Revised Employee Handbook – Annette Atkinson made a motion to adopt the revised employee handbook dated October 17, 2012. Mitchell Marcus seconded the motion. Motion passed 3-0.

Public Comment

Nancy Bittner questioned if the Board of Supervisors are reviewing the Fran Malsch Collateral Mortgage that was approved by the previous Board of Supervisors. Attorney Gaul stated that Mrs. Malsch did not put up a letter of credit for her major subdivision plan, she put up a mortgage instead.

The Township took financial security in the form of a mortgage; if someone has bought property within the major subdivision it involves other people's rights as well.

Mitchell Marcus made a motion to adjourn the meeting at 7:40 p.m. Annette Atkinson seconded the motion. Motion passed 3-0.

Respectfully submitted,

Michele L. Clewell
Township Secretary
October 17, 2012

104-000 - General Fund - Wayne Bank			
<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>
10/04/2012	Middle Smithfield Township	Price chopper HOP escrow	4,000.00
10/08/2012	Shafer's Auto	Fall clean up - Tires	218.00
10/10/2012	Middle Smithfield Township	payroll Funds Transfer	43,510.58
10/16/2012	AFLAC	insurance	545.82
10/16/2012	Allstate Septic Systems, LLP	inv 216563 Ressica	95.00
10/16/2012	Benecon Group	052801 health insurance	22,021.20
10/16/2012	BIU of PA, Inc.	inv 0100-0120-027891 permits	13,484.84

10/16/2012	BWP-Carquest Auto Parts	parts	132.87
10/16/2012	Cramer's Home Center	78781/783828	170.54
10/16/2012	Cramer's Welding & Repairs	inv 231791 repair rim	60.00
10/16/2012	DCED	BCO 3580 3rd qtr permits	192.00
10/16/2012	FedEx	inv 2-028-24425 postage	24.98
10/16/2012	Friedman Electric	S014066448.001/014109198.001	168.21
10/16/2012	General Code, LLC	inv bill009188 supplement 36	1,775.38
10/16/2012	Gilmore & Associates, Inc.	engineering fees	6,326.51
10/16/2012	GTS-Welco	inv 23059340 oxygen/acetylene	184.79
10/16/2012	Henry & Gwen Schiavello	code 09/92244 assessment reduction	137.20
10/16/2012	ISObunkers, LLC	inv AINV0044144 propane	726.44
10/16/2012	King, Spry, Herman, Freund & Paul LLC	legal fees	16,575.43
10/16/2012	Marshalls Machinery	inv 7180 actuator/o-ring	537.76
10/16/2012	Mesko Glass Co.	inv 31255 acrylic for Echo park board	60.00
10/16/2012	Met Ed	a/c 100069220836 River rd	14.73
10/16/2012	PA One Call System, Inc.	inv 507929 monthly activity fee	34.32
10/16/2012	Panko Reporting	inv 27249 tp Ordinance No. 188	237.00
10/16/2012	Pennsylvania American Water	a/c 2419890492 9 hydrants	120.69
10/16/2012	Penteledata	inv B1852198 e-mailbox	13.67
10/16/2012	PMRS	45-027-5N pension	4,147.66
10/16/2012	Pocono Peterbilt	inv 311302 horn	87.06
10/16/2012	Pocono Record	inv 646006 public notices	930.00
10/16/2012	Postage Pros Plus Inc	inv 05792A Posi Seal	38.70
10/16/2012	PSATS	binders	20.00
10/16/2012	PSATS CDL Program	inv 12C3309 random drug tests	240.00
10/16/2012	R.H. Hurley, LLC	consulting fee for golf course	2,000.00
10/16/2012	Reilly Associates.	inv 8 postage CCP Phase III sect 5 review	3.99
10/16/2012	RICOH USA, Inc	inv 87819434 copier	260.00
10/16/2012	Staples Contract and Commercial	7000192647/7000199164 office supplies	312.09
10/16/2012	Stotz & Fatzinger Office Supply	inv 74127.1 file cabinet	2,975.00
10/16/2012	Superior Plus Energy Services	789567/787776	8,809.50
10/16/2012	The Scranton Times	a/c 568319 rfp notice	450.45
10/16/2012	Trophy Tire	inv 44495 front end alignment	75.00
10/16/2012	Tulpehocken Spring Water	invs 1210250/1215471	98.40
10/16/2012	Verizon	570223892064559Y bldg "A"	710.16
10/16/2012	Warren County Service Center, Inc.	inv 261130 gasket for mower	2.54
10/16/2012	FedEx	inv 2-035-73679 sewer bond payment delivery	24.92
10/16/2012	Met Ed	a/c 100016951467 bldg A	590.90
10/16/2012	Met Ed	100036091245 Bldg "B"	380.88
10/16/2012	Met Ed	100016915751 Municipal signal	18.57
10/16/2012	Pocono Mts. C.O.G.	COG Dinner meeting	70.00
			<u>133,613.78</u>

100.000 - Wayne Bank - Golf Course

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>
10/02/2012	Global Pay	Sept Credit card commissions	743.78
10/16/2012	Allstate Septic Systems, LLP	inv 217040 3 porta potties	285.00

10/16/2012	BWP-Carquest Auto Parts	inv 8348-22433 fuse holder / tractor lamp	36.25
10/16/2012	Cramers Home Building Centers	inv 787403 safety committe stair treads	46.46
10/16/2012	Friedman Electric	inv S014066448.001 clubhouse emergency light batteries	91.31
10/16/2012	Genesis Turfgrass Inc.	inv 23494 Uflexx sprayable	366.88
10/16/2012	Mark Oney	food & snacks for proshop	197.05
10/16/2012	Met-Ed	a/c 100081748848 Clubhouse	1,809.42
10/16/2012	Miggy's Corp 5	4145/4179/4187 food and snacks for pro shop	213.40
10/16/2012	Service Tire Truck Center, Inc.	inv G79975-26 chevy parts	235.86
10/16/2012	Tom X Pub	Catch 24 outing	271.75
10/16/2012	Verizon	570223814063192Y alarm	97.32
10/16/2012	Met-Ed	100081783498 tomx rd	52.62
10/16/2012	Verizon	570223737828754Y fire	140.91
10/16/2012	Met-Ed	100081748863 golf maintenance bldg	175.33
10/16/2012	Verizon	570223809936550Y pro shop	307.71
10/16/2012	Met-Ed	100081784231 big ridge drive	45.55
10/16/2012	Met-Ed	100081748855 golf course pump house tom x rd	727.22
10/16/2012	Met-Ed	100085171773 CCP Gaurd shack	263.58
10/16/2012	Met-Ed	100081748848 clubhouse	<u>1,999.05</u>
Total 100.000 - Wayne Bank - Golf Course			<u>8,106.45</u>

102-000 - PNC Bank -Muni Plus Account

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
10/16/2012	Dosch King Co. Inc	inv 12-00139 Bituminous Seal Coat	- <u>34,629.30</u>

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
10/01/2012	Eureka Stone Quarry, Inc	inv 111773 road material	-66,232.95
10/01/2012	Eureka Stone Quarry, Inc	inv 111866 road materials	<u>-46,013.67</u>
			<u>112,246.62</u>
			-
			<u>112,246.62</u>

**BOS Bill list for Approval October 17,
2012**

Sewer Account

<u>Vendor</u>	<u>Amount</u>	<u>Check No.</u>	<u>Description</u>
Advantage Electric	\$ 11,909.81	5828	Application No. 5, 209 Sewer Extension Project
AT&T	97.35	5829	Communications STP
Gilmore & Associates	6,889.28	5830	Engineering Services

Ken Miller	87.00	5831	Hook up electric for flow meter at FW
M&T Bank 2009A	780.00	5832	Admin Fees
M&T Bank 2009AA	780.00	5833	Admin Fees
Met Ed	Void	5834	Void
Met Ed	8,715.38	5835	Electric for PS & STP
Middle Smithfield Township	\$49,687.59	5836	Reimbursement for Payroll, Benefits and rent
B. Newhart & Sons	190.00	5837	cleanup up sludge/grease PS 6 by CVS
Professional IT Computer	175.00	5838	Computer Support and Backup
Stroudsburg Electric Motors	3,250.00	5839	Repair of 5 HP pump for PS #1013
Strand Pool Supply	1,391.00	5840	Chemicals for STP
TOPS Software	169.90	5841	Monthly maintenance fee (2 months)
Verizon	79.80	5842	Communications PS
Waste Management	1,899.73	5843	Sludge Hauling from STP
Xylem Water Solutions	6,316.82	5844	Repair of 208 V 20 HP Pump for PS #4 Maple Ln
Total	92,418.66		