

The annual organizational meeting of the Middle Smithfield Township Board of Supervisors was held on Monday, January 5, 2015 at 9:10 a.m. at the Schoonover Municipal Building.

Members present: Annette Atkinson and Michael Dwyer. Mitchell Marcus was contacted via telephone at 9:00 a.m. as he was unable to attend in person; however he was not available at that time. Mr. Marcus called into the meeting in order to participate at 9:19 a.m. and is reflected in the minutes. Also in attendance, Township, Township Solicitor Michael Gaul, Esq., Township Secretary Michele L. Clewell and interested residents.

## **Pledge of Allegiance**

## **2015 Organization**

The Board of Supervisors elected or appointed, as the case may be, the following individuals to the offices or positions noted, in accordance with the voting reported:

Chairman of the Board of Supervisors – Annette Atkinson upon a motion of Michael Dwyer, second by Annette Atkinson. Motion passed 2-0.

Vice-Chairman of the Board of Supervisors – Michael Dwyer upon a motion of Annette Atkinson, second by Michael Dwyer. Motion passed 2-0.

Public Works Director – Michael Dwyer upon a motion of Annette Atkinson, second by Michael Dwyer. Motion passed 2-0.

Administrative Director – Annette Atkinson upon a motion of Michael Dwyer, second by Annette Atkinson. Motion passed 2-0.

Assistant Administrative Director – Michele Clewell upon a motion of Annette Atkinson, second by Michael Dwyer. Motion passed 2-0.

Operations Director – Annette Atkinson upon a motion of Michael Dwyer, second by Annette Atkinson. Motion passed 2-0.

Assistant Operations Director – Michael Dwyer upon a motion of Annette Atkinson, second by Michael Dwyer. Motion passed 2-0.

Township Treasurer – Michael Dwyer upon a motion of Annette Atkinson, second by Michael Dwyer. Motion passed 2-0.

Assistant Township Treasurer – Annette Atkinson upon a motion of Michael Dwyer, second by Annette Atkinson. Motion passed 2-0.

Township Secretary – Michele Clewell upon a motion of Annette Atkinson, second by Michael Dwyer. Motion passed 2-0.

Assistant Township Secretary – Joan Hemm-Woisin upon a motion of Annette Atkinson, second by Michael Dwyer. Motion passed 2-0.

Budget & Finance Manager – Raymond Wolfe upon a motion of Michael Dwyer, second by Annette Atkinson. Motion passed 2-0.

Building Inspectors & BCO – Keystone Consulting upon a motion of Annette Atkinson, second by Michael Dwyer. Motion passed 2-0.

Building Inspector(s) & BCO (Alternate) – SFM Consulting with Shawn McGlynn being the representative upon a motion of Annette Atkinson, second by Michael Dwyer. Motion passed 2-0.

Human Resources Coordinator – Michele Clewell upon a motion of Annette Atkinson, second by Mitchell Marcus. Motion passed 2-0.

Insurance and Risk Management Director – Mitchell Marcus upon a motion of Michael Dwyer, second by Annette Atkinson. Motion passed 2-0.

Open Records Officer – Joan Woisin upon a motion of Annette Atkinson, second by Michael Dwyer. Motion passed 2-0.

Open Records Officer Alternate – Michele Clewell upon a motion of Annette Atkinson, second by Michael Dwyer. Motion passed 2-0.

Recycling Coordinator – Cory Lyon upon a motion of Michael Dwyer, second by Annette Atkinson. Motion passed 2-0.

Tax Collector Committee Delegate – Raymond Wolfe upon a motion of Michael Dwyer, second by Annette Atkinson. Motion passed 2-0.

Tax Collector Committee Delegate Alternate – Annette Atkinson upon a motion of Michael Dwyer, second by Annette Atkinson. Motion passed 2-0.

Township Solicitor – The Firm of King Spry with Michael Gaul, Esquire being the representative upon a motion of Annette Atkinson, second by Michael Dwyer. Motion passed 2-0.

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. Motion passed 2-0.

Special Legal Counsel – Siana, Bellwar and McAndrew, LLP upon a motion of Annette Atkinson, second by Michael Dwyer. Motion passed 2-0.

Planning Commission Solicitor – The Firm of Weitzmann, Weitzmann & Huffman, LLC, with Todd Weitzmann, Esquire being the representative upon a motion of Annette Atkinson, second by Michael Dwyer. Motion passed 2-0.

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 2-0.

Zoning Hearing Board Solicitor – The Firm of Matergia and Dunn with John Dunn Esquire being the representative upon a motion of Annette Atkinson, second by Michael Dwyer. Motion passed 2-0.

Zoning Hearing Board Solicitor Alternate – the Firm of Fitzpatrick, Lentz and Bubba upon a motion of Annette Atkinson, second by Michael Dwyer. Motion passed 2-0.

Township Engineer – The Firm of Gilmore & Associates with Fred Courtright, P.E., being the representative upon a motion of Annette Atkinson, second by Michael Dwyer. Motion passed 2-0.

Township Engineer Alternate – The Firm of Borton Lawson with Deanna Schmoyer as the Representative upon a motion of Annette Atkinson, second by Michael Dwyer. Motion passed 2-0.

Sewage Enforcement Officer - David Manter Septic with Dave Manter being the representative upon a motion of Annette Atkinson, second by Michael Dwyer. Motion passed 2-0.

Sewage Enforcement Officer Alternate – Jeryl Reinhardt upon a motion of Annette Atkinson, second by Michael Dwyer. Motion passed 2-0.

Zoning Code Enforcement Officer –Keystone Consulting upon a motion of Annette Atkinson, second by Mike Dwyer. Motion passed 2-0.

Zoning Code Enforcement Officer Alternate – SFM Consulting, LLC with Shawn McGlynn being the representative upon a motion of Annette Atkinson, second by Michael Dwyer. Motion passed 2-0.

Appeals Board for Building Codes (3 year term) – Cory Lyon upon a motion of Michael Dwyer, second by Annette Atkinson. Motion passed 2-0.

Chairman of the Vacancy Board – Ronald L. Clewell upon a motion of Michael Dwyer, second by Annette Atkinson. Motion passed 2-0.

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

Economic Development Committee– Gina Bertucci and Beverly Brown, each for a (2) year term upon a motion of Annette Atkinson, second by Michael Dwyer. Motion passed 2-0.

Economic Development Committee Chairman – Bob Hetu for a (1) year term upon a motion of Annette Atkinson, second by Michael Dwyer. Motion passed 2-0.

Emergency Management Coordinator – John Ferro upon a motion of Michael Dwyer, second by Annette Atkinson. Motion passed 2-0.

Emergency Management Deputies – Michael Dwyer, Richard Provoznik and Mitchell Marcus upon a motion of Annette Atkinson, second by Michael Dwyer. Motion passed 2-0.

Golf Course Advisory Board, Annual Appointment – Ray White, Mike Sweeney, Craig Wetherbee, John Smith and Don Henry upon a motion of Michael Dwyer, seconded by Annette Atkinson. Motion passed 2-0.

Golf Course Advisory Board Chairman – Ray White for a (1) year term upon a motion of Michael Dwyer, second by Annette Atkinson. Motion passed 2-0.

Historical Commission –Diane Huffman for a (5) year term and Kim Williams for a (3) year term upon a motion of Michael Dwyer seconded by Annette Atkinson. Motion passed 2-0.

Historical Commission Chairman – Danny Younger for a (1) year term upon a motion of Michael Dwyer, second by Annette Atkinson. Motion passed 2-0.

Parks & Recreation Board – Abigail Graham for a (5) year term, upon a motion of Michael Dwyer, second by Annette Atkinson. Motion passed 2-0.

Parks & Recreation Chairman – Abigail Graham for a (1) year term upon a motion of Michael Dwyer, second by Annette Atkinson. Motion passed 2-0.

Parks & Recreation Director – Michael Dwyer upon a motion of Annette Atkinson, seconded by Michael Dwyer. Motion passed 2-0.

Regional Park Commission Annual Appointment – Larry Shoemaker, John Ferro, Mitchell Marcus and Jeff Reichel upon a motion of Michael Dwyer, second by Michael Dwyer. Motion passed 2-0.

At 9:19 a.m. Mitchell Marcus joined the meeting via speaker phone.

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

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

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

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

Depository of the Sewer Fund – Wayne Bank upon a motion of Michael Dwyer, seconded by Annette Atkinson. 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 Annette Atkinson. 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) – Michael Dwyer made a motion to approve, Annette Atkinson second the motion. Motion passed 3-0.

Board of Supervisors Regular Meetings -2nd and 4th Thursday of every month with the exception of the January, November and December 2015 meetings. The Board of Supervisors will meet on 1/22, 11/12, 12/7 & 12/28. All meetings will be held at 7pm upon a motion of Annette Atkinson, second by Michael Dwyer. Motion passed 3-0.

Board of Supervisors Work Sessions - Mon-Sun at 8am, 9am, 10am, 11am, 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 – Annette Atkinson made a motion to reimburse in the amount of 57.5 cents per mile for the use of personal vehicle on township business. Michael Dwyer seconded the motion. Motion passed 3-0.

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

### **Approval of Minutes**

Annette Atkinson made a motion to approve the December 29, 2014 minutes. Michael Dwyer seconded the motion. Motion passed 3-0.

### **Report of Executive Session**

None

### **Announcements**

None

### **Treasurers Report**

Approval of Payables – Michael Dwyer made a motion to approve the general fund payables in the amount of \$80,889.08. Annette Atkinson seconded the motion. Motion passed 3-0.

Michael Dwyer made a motion to approve the sewer fund payables in the amount of \$47,710.91. Annette Atkinson seconded the motion. Motion passed 3-0.

Michael Dwyer made a motion to pay the golf course payables in the amount of \$6,939.06. Annette Atkinson seconded the motion. Motion passed 3-0.

### **Solicitors Report**

Attorney Gaul stated that he would like to meet with the Supervisors in executive session after the meeting to discuss the CCP South lawsuit.

### **Engineers Report**

None

### **New Business**

- a. Ratify the Keystone Consulting Notice of Termination – Annette Atkinson made a motion to ratify the Keystone Consulting Notice of Termination. Michael Dwyer seconded the motion. Debbie Kulick asked what this motion is for. Annette Atkinson explained that that Keystone’s zoning and building code services are no longer needed because the Township intends to appoint a different firm that will be utilizing the services of Keystone’s prior representative to the Township. Thus, a letter has been sent to Keystone to terminate their services. Motion passed 3-0.

**Public Comment**

None

**Executive Session**

Annette Atkinson made a motion to go into executive session at 9:28 a.m. Michael Dwyer seconded the motion. Motion passed 3-0.

Annette Atkinson made a motion to reconvene the meeting at 9:44 a.m. Michael Dwyer seconded the motion. Motion passed 3-0.

**Adjournment**

Annette Atkinson made a motion to adjourn the meeting at 9:44 a.m. Michael Dwyer seconded the motion passed 3-0.

Respectfully submitted,

Michele L. Clewell  
Township Secretary

**General Fund Payables**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Amount</b>
12453	American United Life Insurance Company	policy G 0061299-0000-000 life insurance	-2,213.23
			-
12454	PA Municipal Health Insurance Cooperative	052801 health insurance	34,420.38
12455	Waste Management	inv 2930009708216	-502.24
12456	H.A.R.I.E	workers comp policy 11/04/14-11/03/15	-3,683.00
12457	AFLAC	insurance	-420.20
12458	Alfred S. Arnst	cp2011889 reimburse for boots	-150.00
12459	Bradco Supply Co	inv 121059 / 121067 signs	-2,480.00
12460	David Manter	inv 1043	-405.00
12461	Debbi Manter	inv 1056 cleaning	-812.00
12462	Eastern Monroe Leasing & Training, Inc	American Heart Assoc first aide training	-350.00
12463	FedEx	inv 288519339	-13.05
12464	Grainger, Inc.	inv 9623578300 building supplies	-189.39
12465	GreatAmerican Leasing Corp	inv copier lease	-304.50
12466	Lawson Products, Inc.	inv 9302964473 building supplies	-144.82
12467	Lewis True Value	invs a419395-a424076 supplies	-375.83
12468	Macmillan Oil	inv 3129 oil	-452.00
12469	Matergia and Dunn	stmt 80 Zoning hearing board	-957.00
		2012 GOB General Fund portion	-
12470	Middle Smithfield Township 2012 GOB	installment	11,491.67

12471	Miggys Five	a/c 15 kitchen supplies 12/22	-63.06
12472	PAPCO	inv 1629540 gas	-2,354.40
12473	Pods Enterprises, Inc	inv 135030438 pod	-143.00
12474	PSATS CDL Program	inv 14-c3543 testing	-335.00
12475	Riley and Company	2014 audit deposit	-4,333.00
12476	Verizon Wireless	inv 9737384199 cellphones	-224.62
12477	Waste Management	in v 004281802043	-251.79
12478	First Insurance Funding Cor	insurance installment	10,319.90
12479	Reade Lighting co	tree lighting	-3,500.00
			<u>-</u>
			80,889.08

### Sewer Fund Payables

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
10840	B. Newhart & Sons, Inc.	122314	-570.00
10841	COYNE CHEMICAL	206889	-2,820.00
10842	STRAND	9130	-1,264.30
10843	VERIZON Xylem Water Solutions	570588113513455Y	-33.26
10844		3556820500	-4,354.76
10845	VERIZON	570588764629956Y	-73.80
		Jan 2015 MST	-
	MST2012GOB	2012GOB	<u>38,594.79</u>
			-
			47,710.91

### Golf Course Payables

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
3179	Blue Ridge Communications	a/c 0109950-03 internet	(49.95)
3180	Finch Services, Inc	inv b33934 / 34033 parts	(129.46)
3181	MST 2012 G.O.B.	monthly installment for 2012 GOB	(863.02)
3182	P&S Garage	inv 77563 repairs	(29.40)
3183	Prime 570 Catering	New Years Party	(4,210.00)
3184	Ray White.	NYE supplies	(39.12)
3185	Superior Plus Energy Services	inv 578019 / 20 diesel & gas	<u>(1,618.11)</u>
			(6,939.06)