

The rescheduled meeting of the Middle Smithfield Township Board of Supervisors was held on Tuesday, September 30, 2014 at 7:00 p.m. at the Schoonover Municipal Building with Annette Atkinson presiding.

Members present: Annette Atkinson, Mike Dwyer and Mitchell K. Marcus. Also present; Township Solicitor Michael Gaul, Esq., Township Secretary Michele L. Clewell and several interested residents and a member of the press. (Township Engineer, Fred Courtright, P.E. was absent).

Pledge of Allegiance

Approval of Minutes

Annette Atkinson made a motion to approve the September 9, 2014 minutes. Mike Dwyer seconded the motion. Motion passed 2-0.

Report of Executive Session

Attorney Gaul reported that an executive session was held prior to this meeting to go over pending legal matters with the solicitor.

Announcements

Annette Atkinson stated that Mady's Angels are involved with the High Five Charity Auction 3. This is a live auction to help support five Monroe County charities.

Committee Reports (attached to these minutes in their entirety)

- Eastern Monroe Regional Park Commission – No one present and no report was received.
- Parks and Recreation Board – Mike Dwyer summarized the report. A yard sale will be held on October 4, 2014 between 9am-4pm at the Echo Lake Park. Trunk or Treat will be held on October 25, 2014 at the Resica Park. The 1,000 Feet of Street cleanup will be held on November 15, 2014. Mr. Dwyer announced that volunteers are needed to serve on the Parks & Recreation Board and if anyone is interested to please submit a letter of interest to the township.
- Community Gardens – Mike Dwyer summarized the report. The construction is progressing with the access to the park. Banners were placed onsite in order to allow residents to get information about the new park (mstCommunityGardensPark.com). The public works department will create the base for the 30 4"x8" plots for the gardens. A deposit will be required that will be refunded at the end of the growing season. Classes by the Monroe County Master Gardeners Club of will also be given and a walking trail, dog park, playground, picnic tables, benches and rills and possibly a pavilion could be added in the future.
- Historical Commission - Annette Atkinson stated that the 10th Annual Memory Makers luncheon was well attended. The theme was to commemorate the 200th anniversary of the Middle Smithfield Presbyterian Church. Rich Kawski asked what the cost was to hold the luncheon. Ms. Atkinson stated approximately \$4,000.00, which included entertainment and door prizes Rich Kawski stated that he attended the luncheon and the cost was not unreasonable at all.

- Economic Development Committee – Annette Atkinson stated that the township newsletter was mailed out and included the MST business directory as well as the mobile app. Both projects are pushing the Shop Local program. This year the EDC is going to introduce a loyalty card, which will list names of businesses that participate in giving discounts to shop local. The loyalty card will run from November 24th to December 24th, 2014.
- Planning Commission – Annette Atkinson stated that the ESSA Bank & Trust sketch plan was received and comments provided by the township engineer. Continuing education classes were also discussed.
- Safety Committee – Mitchell Marcus announced that official notification was received granting the 5% reduction in premiums for the workers compensation insurance.

Township Monthly Reports

- Central Sewer – Annette Atkinson stated that collections are on track with an 80%-85% rate. The central sewer operators meetings are held on the fourth Friday of every month. The bid package for pump station #2 and been received and will be discussed later in the meeting and the engineer and plant operator have submitted their projected capital improvements for 2015 to be discussed at the budget work sessions.
- Public Works – Mike Dwyer stated that the paving of McCole Road between State Route 209 and Hidden Lake Road has been completed and approximately 1,986 tons of material (1 ¼ mile) was used. The line painting on Brushy Mtn. and Barren Roads have been completed. The Oak Grove compost site fencing and gate have been installed. The concrete bunkers are expected tomorrow. The well and electric are currently being looked into. An email was received from the Boy Scouts of America Cradle of Liberty council thanking the township for their generous offer of the use of a golf cart for a scout member and especially thanking Cory Lyon for going above and beyond with his guidance and help.
- Golf Course & Banquet – Annette Atkinson stated that September has been the best month so far this year; the course is in great shape. Memberships for the 2015 season are now on sale and if you purchase now at 2014 prices you will receive a 20% discount and free golfing for the remainder of 2014. New this year is The Person of the Year Award and nominations are now being accepted. Five independent judges have been asked to serve. The winner will received \$2,500.00 donations towards their cause and two runners up; each will receive \$500.00 to their causes. The winner will be announced at the New Year's Eve party at the clubhouse.

Treasurer's Report

Mike Dwyer stated that the 2013 audit was received.

The Oak Grove compost board has prepared their 2015 budget and the township has also started the 2015 budget preparations, held at the work session on Friday mornings.

The township remains in good financial health, no major expenses, other than the front end loader with a grant but we have to pay in order to receive reimbursement.

Payables

- Mike Dwyer made a motion to approve the general fund payables in the amount of \$317,321.09. Mitchell Marcus seconded the motion. Motion passed 3-0.
- Mike Dwyer made a motion to approve the sewer fund payables in the amount of \$48,775.35. Mitchell Marcus seconded the motion. Motion passed 3-0.
- Mike Dwyer made a motion to approve the golf course payables in the amount of \$17,135.84. Annette Atkinson seconded the motion. Motion passed 3-0.
- Mike Dwyer made a motion to approve the cable franchise payables in the amount of \$59,028.70. Mitchell Marcus seconded the motion. Motion passed 3-0.

Monroe County Assessment Office; Refunds Due

- Mike Dwyer made a motion to approve a refund for the township portion, in the amount of \$407.32 to Myron and Lillie Douse due to the Veterans exemption for all of 2014. Mitchell Marcus seconded the motion. Motion passed 3-0.
- Mike Dwyer made a motion to approve a refund for the townships portion, in the amount of \$20.70 to Amro Hamid/Noel Jordan due to incorrect building information. Mitchell Marcus seconded the motion. Motion passed 3-0.

Solicitors Report

Petrizzo Civil Complaint – Attorney Gaul stated that he was informed by the zoning officer that he would like to file a civil complaint regarding the Bushstock Festival event that was held without obtaining a zoning permit. Annette Atkinson made a motion authorizing the zoning officer to file the civil complaint. Mike Dwyer seconded the motion. Oscar Woerlein asked what the complaint is for. Annette Atkinson explained that a permit was not obtained prior to holding a special event. Gary Summers asked what the monetary damages would be. Ms. Atkinson stated up to \$500 per day. Motion passed 3-0.

Engineers Report

None

Old Business

None

New Business

- a. Acceptance of the 2013 Audit – Mike Dwyer made a motion to accept the 2013 audit as prepared by Reilly & Associates. Mitchell Marcus seconded the motion. Gary Summers asked if the 2013 audit will be on the township website. Mr. Dwyer stated that, in his opinion, it's not prudent to have it on the website, but that it is easily obtained via a Right to Know Request. Mr. Summers stated that the school district places their audits on their website. Attorney Gaul stated that to his knowledge most municipalities do not routinely put it on the website, but maybe that is something the Board can look into for the future. The matter does not need to be decided tonight.

John Davis stated that this re-scheduled meeting was not on the website. Annette Atkinson apologized profusely that the meeting change was not posted on the website. It was advertised in the Pocono Record; in print and online and posted on the township's

outdoor bulletin board, as legally required. The township will improve the timeliness of posting materials.

Attorney Gaul suggested contacting the auditor and PSATS for their opinions but in the meantime a Right-To-Know request can be placed to easily obtain a copy of the audit, which is also available for review at the Township building anytime.

Motion passed 3-0 to accept the 2013 audit.

- b. Authorize the Advertising of Pump Station Bid Package – Annette Atkinson made a motion to accept the bid package as completed by the township engineer and to authorize the township secretary to advertise. Mike Dwyer seconded the motion. Motion passed 3-0.
- c. Accept the Letter of Resignation from Patricia J. Griffin – Mike Dwyer made a motion to accept Patricia J. Griffin letter of resignation from the Parks & Recreation Board. Mitchell Marcus seconded the motion. Motion passed 3-0.

Annette Atkinson made a motion to accept Patricia J. Griffin letter of resignation from the Planning Commission. Mitchell Marcus seconded the motion. Motion passed 3-0.

- d. Clubhouse Rental Agreement – Annette Atkinson made a motion to accept the revised agreement that lists all the fees and condenses the agreement. Mike Dwyer seconded the motion. Larry Dymond asked what the agreement concerned. It was explained that this is the clubhouse rental agreement for individuals to rent the clubhouse. Motion passed. 3-0.
- e. Oak Grove 2015 Budget – Mike Dwyer stated that a letter was received from the OGMMCPB Chairman presenting their proposed 2015 budget. The Middle Smithfield Township share of costs is \$37,130.00. Mike Dwyer made a motion to approve the OGMMCPB 2015 budget. Annette Atkinson seconded the motion. Motion passed 3-0.

Public Comment

Rich Kawski stated that about two weeks ago on a Sunday morning (10:30 a.m.) there was an odor at the CVS pump station. Oscar Woerlein stated he was also in that area and smelled an odor. Following further discussion, the date was determined to be September 21, 2014. Mike Dwyer stated that bids are being sought for repairs of this very same pump station.

Larry Dymond asked if the chemicals have been changed to treat the sludge. Annette Atkinson stated that it has been, in order to control the odor.

Larry Dymond asked how many gallons of sludge go into the plant per day. Mike Dwyer stated that the Winona Plant averages 15,000 per day, however the number Mr. Dymond is looking for the Fernwood plant is not readily available. Mr. Dymond stated that pressure test and a dye test can be performed in order to determine if there are leaks in the lines.

Oscar Woerlein asked about the drilling of a well at the compost site and what is the purpose to have a well. Mike Dwyer stated that the water will be used to help with dust control and for fire access.

Rich Kawski asked when the CCP Maintenance building would be erected. Mike Dwyer stated that it should begin the second week of October. Mr. Kawski asked how much of the costs were covered by insurance. Mr. Dwyer said the replacement cost of the shed and the equipment that was damaged in the old shed, but that does not include the pods that are being used for storage until the shed is built.

Larry Dymond asked the following questions:

- Is the golf course going to break even this year? Mike Dwyer stated no.
- Was the old loader worn out? Mike Dwyer stated that we still have the old loader and the new loader was purchased for the Oak Grove compost site and was purchased through a grant.
- Do you have a list of what the road crew did this summer? Mr. Dwyer explained that was already discussed at the beginning of the meeting; however he summarized his public works report again.
- Did they mow the grass along the sides of the road this year? Mr. Dwyer said yes.

Adjournment

Annette Atkinson made a motion to adjourn the meeting at 7:58 p.m. Mitchell Marcus seconded the motion. Motion passed 3-0.

Respectfully submitted,

Michele L. Clewell
 Township Secretary
 September 30, 2014

General Fund

AQAAAAkFAS		Name	Memo	Amount
Trf 1208	Middle Smithfield Township		transfer to proper account re: Deb Ogden p/r reimbursement	-267.34
9	Saint Johns Church		Program Sponsor	-25.00
Trf 1209	Middle Smithfield Township		Payroll Funds Transfer	44,199.12
0	Pete Begley		Memory makers	-300.00
1209	Met Ed		100073577916 Sellersville signal	-23.48
1209	Met Ed		100069220836 River Rd signal	-14.20
1209	Met Ed		100016951467 bldg A	-1,044.17
1209	Met Ed		10003609245 bldg B	-433.95
1209	Met Ed		a/c 100016915751 Municipal signal	-26.88

5			
1209			
6	Marshalls Creek Fire Co	Tee & Hole Sponsorships for golf outing	-275.00
1209			
7	AFLAC	inv 571025	-420.20
1209			
8	Allstate Septic Systems, LLP	inv 244314 Echo / Ressica handicap units	-260.00
1209			
9	American United Life Insurance Company	policy G 0061299-0000-000 life insurance	-1,158.19
1210			
0	Bergey's, Inc	inv ph466733r valve	-76.65
1210			
1	Bon Venture Services	inv 2550524 a/c 622376 St John church ads	-3,120.00
1210			
2	Bradco Supply Co	inv 116802 / 116815 signs	-1,316.82
1210			
3	Brodhead Watershed Association	inv 1010 Adopt-a- Stream site steward	-500.00
1210			-
4	Bushkill Fire Relief Assn	2014 State aid VFRA	20,198.91
1210			
5	Cintas Corp	inv 101499975 cleaning	-76.44
1210			
6	Claude S. Cyphers, Inc	invs 626183 / 626358 / 626447	-47.94
1210			
7	Cleveland Brothers	inv y3349901 hyd power box rake	-9,457.00
1210			
8	CNH Capital	5043935501409770 parts	-188.88
1210			
9	Cramer's Home Center	inv 1117354 materials for message boards	-176.88
12110	E.M. Kutz	inv 5701 tank	-485.68
12111	Eastern Alarm Systems	inv 07451 CCTV upgrades, cameras, monitor	-4,535.00
12112	EML & T	inv 467FA1 heartsaver first aid	-200.00
12113	Gilmore & Associates, Inc.	invs 136433 / 136434	-6,741.12
12114	GreatAmerican Leasing Corp	inv copier lease	-304.50
12115	Home Depot Credit	6035322502349651 solar salt	-353.54
12116	Joan Henn-Woisin	milage reimbursement for grant class	-75.60
12117	John Ferro	emc qtrly training	-19.04
12118	Joseph Cappa Excavating	inv 1480 Community Garden	-9,900.00
12119	Keystone Municipal Services, Inc	inv 21560 / 21615 zoning officer	-8,937.50
1212			-
0	King, Spry, Herman, Freund & Paul LLC	invs 94355/56/57/58/46	10,035.00
1212			
1	Lawson Products, Inc.	inv 9302741152 parts	-284.78
1212			
2	Local Flair	inv 1265 web hosting	-540.00
1212			
3	M.C.A.T.O.	annual banquet	-85.00
1212			-
4	Marshalls Creek Relief An	2014 State aid VFRA	89,112.83
1212			
5	Matergia and Dunn	2000110-00 / 77 ZHB	-1,501.50
1212			-
6	Middle Smithfield Township 2012 GOB	2012 GOB General Fund portion installment	11,491.67
1212			
7	Miggys Five	a/c 15 kitchen supplies 8/11,18,29, 9/8,17	-65.32
1212			-
8	PA Municipal Health Insurance Cooperative	052801 health insurance	29,949.37
1212			
9	PAPCO	inv 1577363 gas	-4,653.90
1213			
0	Penteledata	inv b2288150	-171.77
1213			
1	Petty Cash	to replensih petty cash	-103.00

1213			-
2	PMRS	45-027-n5 state aid	11,577.32
1213			
3	Pocono Profoods	inv 608690 building supplies	-115.80
1213			
4	Pods Enterprises, Inc	inv 135-029084 pod for maint bldg	-143.00
1213			
5	PSATS CDL Program	inv 14-c3281 random test	-60.00
1213			
6	RICOH USA, Inc	inv 93165110 copier	-260.00
1213			
7	Riley and Company	inv 32360 2013 audit	-9,500.00
1213			
8	Service Tire Truck	inv n03524-26 tires	-269.26
1213			
9	Shawnee Fire Relief Assn	2014 State aid VFRA	-9,505.37
1214			-
0	Smithfield Township	Regional parks & fire company insurances	20,132.29
1214			
1	Spring Hill Laser Services Corp	inv 0914-461 balance of newsletter	-118.13
1214			
2	Staples Advantage	inv 8031275309 / 801449969	-149.62
1214			
3	Tulpehocken Spring Water	inv 1766567/1739766 water	-43.05
1214			
5	Verizon Wireless	inv 9732261156 cell phones	-224.56
1214			
4	Waste Management	inv 2908599-0821-3	-513.52
1214			
6	Northeast Energy, Inc	inv 17991 tune up agreement qtr	-900.00
1214			
7	David Comunal	pw14-304 tires for bobcat	-656.00
			<u>-656.00</u>
			317,321.0
			9

Sewer Fund

	Name	Memo	Amount
			-
			1,1
1064			85.
2	ALLSTATE SEPTIC SYSTEMS, LLP		00
			-
1064			380
3	B. Newhart & Sons, Inc.	092414 WL to MST	.00
			-
			2,8
1064			20.
4	COYNE CHEMICAL	200587	00
			-
			6,0
1064			01.
5	GILMORE & ASSOCIATES, INC.		10
			-
			3,3
1064			43.
6	K. Connelly	47319	88
			-
1064			16.
7	MET-ED	100 044 877 809 WL - Clubhouse Drive	01
			-
			19,
1064	Middle Smithfield Township General Fund		253
8		3rd Qtr Reimb to Gen	.49

1064			-
9	PENNSYLVANIA AMERICAN WATER		95.07
			-
			3.8
1065			46.30
0	PROSSER LABORATORIES, INC.		-
			4.9
1065			15.70
1	STRAND		-
			35.12
1065	VERIZON	570-223-1024 PS #6	-
2			780.00
1065	Wilmington Trust Company	1035185 Annual Base Fee	-
3			27.39
1065	MET-ED	100 080 920 901	-
4			35.03
1065	VERIZON	570-223-1025 PS #5	-
5			33.09
1065	MET-ED	100 0880 916 826 Fairway Villa	-
6			36.34
1065	VERIZON	570-223-8189 Rt 209 Oak Grove	-
7			137.74
1065	MET-ED	100 016 629 691	-
8			75.39
1065	VERIZON	570-588-7646 STPFW	-
9			16.22
1066	MET-ED	100 081 035 618	-
0			31.76
1066	VERIZON	570-588-6581	-
1			57.44
1066	MET-ED	100 083 606 630	-
2			33.17
1066	VERIZON	570-588-0289	-
3			152.80
1066	MET-ED	100 016 867 432	-
4			33.25
1066	VERIZON	570-588-1135 Fairway Villas	-
5			308.44
1066	MET-ED	100 016 914 275	-
6			33.25
1066	VERIZON	570-588-1134 Lake of the Pines	-
7			244.71
1066	MET-ED	100 018 353 951 PS #6 Sellersville	-
8			33.17
1066	VERIZON	570-588-0752 McCole Road	-
9			185.33
1067	MET-ED	100 044 877 809	-
0			33.-
1067	VERIZON	570-588-0742 PS #3	-
1			33.-

			17
			-
			4,5
1067			82.
2	MET-ED	100 018 448 652 Main STP	79
			-
1067			13.
3	MET-ED	100 089 058 661 Rt. 209	20
			-
			48,
			775
			.35

Golf Course payables

AQAAAAkFAS		Name	Memo	Amount
303				
3		Saint John's Church	Green & Program Sponsor	(125.00)
303				
4		LT Verrastro Beverage	beer	(375.19)
303				
5		Banko Beverage	beer	(229.65)
303				
6		Resort Beverage	beer	(150.10)
303				
7		Met-Ed	a/c 100081783498 tom x rd	(11.01)
303				
8		Met-Ed	a/c 100085171773 guard shack	(67.32)
303				
9		Met-Ed	100081784231 big ridge drive	(25.65)
304				
0		Met-Ed	100081748863 maint bldg	(123.15)
304				
1		Met-Ed	100081748848 clubhouse	(1,642.26)
304				
2		Met-Ed	100081748855 pump house tom x rd	(183.41)
304				
3		Allan Rotto Consultants, Inc	inv 21 vz tax	(42.00)
304				
4		Allstate Septic Systems, LLP	inv 244039 3 toilets	(285.00)
304				
5		Amelia Bathpaglia	return of security deposit	(250.00)
304				
6		Anthony Diaz.	return of tee box sponsorship	(300.00)
304				
7		Berkley Mid-Atlantic	10043096 insurance	(6,527.00)
304				
8		Blue Ridge Communications	a/c 0109950-03	(49.95)
304				
9		Comenity - AdWords Business Credit	5304-8900-0033-6616	(84.85)
305				
0		Devereux	inv 2842 pencils	(172.88)
305				
1		Don Henry	reimburse for alcohol, beer, food and office supplies	(478.63)
305				
2		Fisher & Son Co., Inc.	inv 140579 top dressing	(1,600.25)
305				
3		Marshalls Creek Plumbing	inv 8722 /8774 parts	(58.56)
305				
4		Miggy's Corp 5	a/c 15 food & outing supplies	(370.61)
305				
5		PA American Water	accounts 102421003265877 / 33261244 / 33261169	(212.61)
305				
6		Prime 570 Catering	9/27 event	(429.35)
305				
7		Singer Equipment Co	inv a2021538 placemats	(37.84)

305			
8	Superior Plus Energy Services	inv 590393 /394 /395	(1,657.52)
305			
9	Turf Equipment & Supply Co.	inv 881998-00 / -01	(993.91)
306			
0	Varkados Telecom, Inc.	inv 4792 phone repairs	(90.00)
306			
1	Verizon	570223814063192y / 5702237378754y	(249.82)
306			
2	Waste Management	inv's 2908600-0821-5 / 2900601-0821-3	(226.32)
306			
3	Wayne Crawford	return of balance of security deposit	<u>(86.00)</u>
			(17,135.84)

Cable Franchise payables

	AQAAAAkFAS	Name	Memo	Amount
				-
106				14,317.3
8		Monroe County Control Center	inv 5699 4th qtr Public Safety Fees	2
				-
106				27,549.5
9		Marshalls Creek Fire Co	2nd qtr cable franchise fee	2
107				-
0		Bushkill Fire Co.	2nd qtr cable franchise fee	6,580.93
107				-
1		Shawnee Fire Co	2nd qtr cable franchise fee	6,580.93
107				-
2		Bushkill Emergency Corps	2nd qtr cable franchise fee	2,000.00
107				-
3		Suburban E.M.S.	2nd qtr cable franchise fee	<u>2,000.00</u>
				-
				59,028.7
				0