



MIDDLE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS MAY 14, 2020 MEETING MINUTES

The regular meeting of the Middle Smithfield Township Board of Supervisors was held on Thursday, May 14, 2020 at 7:00 pm, via video and audio advanced communication technology (“ACT”), using the ZOOM internet application, due to the national COVID-19 pandemic emergency, with Annette Atkinson presiding. All members of the Board of Supervisors could hear each other, and be heard by the others.

On March 6, 2020, the Governor of the Commonwealth of Pennsylvania first issued a Proclamation of Disaster Emergency in response to the Coronavirus 2019 Disease (“COVID – 19”) outbreak. On March 19, 2020, the Governor signed the Order of The Closure of All Businesses That Are Not Life Sustaining due to the COVID – 19. On March 23, 2020, the Order was amended, and a Stay at Home Order was issued. On March 18, 2020, the Middle Smithfield Township Board of Supervisors issued a Township Declaration of Disaster Emergency in response to the COVID-19 outbreak.

In order for the Middle Smithfield to continue day to day operations, the Township offices and other township buildings are closed to the public, unless an appointment is made. The Supervisors made this decision in the best interest of the public, visitors and staff, in order to protect their health and safety during the declared emergency disaster.

Board of Supervisors present for the meeting, via ACT: Annette Atkinson, Mike Dwyer and Mark Oney. Township Solicitor Michael Gaul, Esq., Township Engineer Ben Kutz, P.E., Township Secretary Michele Clewell, EMC Kevin Dixon, Township EDC Manager Patrice Dume, Greg Hillard P.E. of Bohler Engineering and one resident Julie Cioffi were also present via ACT. All attendees could speak and hear each other attendee through ACT.,

A Public Notice was posted in the Pocono Record on May 13, 2020 and on the township’s website, www.middlesmithfiedtownship.com, and Facebook page that anyone interested in participating in the public meeting to email the Township Secretary mclewell@mstowship.com and a Zoom meeting link or teleconference phone number would be provided to them.

Call Meeting to Order

The meeting was called to order at 7:00 pm by Annette Atkinson.

Pledge of Allegiance

Approval of Agenda

Annette Atkinson made a motion to approve the agenda as presented, seconded by Mark Oney. Motion passed 3-0.

Approval of Minutes

Annette Atkinson made a motion to approve the April 23, 2020 minutes. Mike Dwyer seconded the motion. Motion passed 3-0.

Report of Executive Session(s)

Attorney Gaul stated that an executive session was held prior to the meeting to go over pending legal matters with the Township Solicitor.

Announcements

COVID-19 Update; Kevin Dixon reported that we are 1,240 cases and 69 fatalities within Monroe County. There were 12 new cases today,

Patrice Dume also reported that the Township received a letter from State Representative Rosemary Brown asking for assistance with local business owner/operators. The survey will assist Rosemary Brown's office to gauge how local business are doing and what assistance they need. The Township reached out and got a 40% response back on the survey data. The data will be provided to Monroe County and State Representative Brown, who will provide it to Governor Tom Wolf.

Ms. Dume also reported that The Pocono Promise Incentive, sponsored by the Pocono Mountains Visitors Bureau and Pocono Chamber of Commerce, is a promise that a business is going to follow CDC guidelines to protect customers and staff.

Cultural Center/Library Update

None

Committee & Department Reports

The reports will be available in their entirety on the township website

Golf Course; Kevin Dixon reported that there have been over 700 rounds of play since May 1st, which is over 137% more than last year. Golfers are coming mostly from New Jersey. The course is in excellent shape. The Golf Course is implementing CDC guidelines relating to COVID 19, including 1 person per cart, use of noodles instead of flags in the holes, clearing carts after each use, and 15-minute tee-times in order to prevent back log on the course.

Patrice Dume stated that she is collaborating with golf course. She has created a directory of the local restaurants, which is seen by all the golfers, and can be used to find for take out and delivery food service. The month of April was busy, but tough on small businesses, which are suffering. In-person participation in Restaurant Week had

to be cancelled due to the Covid emergency., The Township would normally have had over 200 participants. Even though Restaurant week had to be cancelled, the Township still helped to make a tough situation better by promoting MST Businesses. She also stated that countless businesses have been contacted to inform them of all the state and federal loan programs.

Litter and Beautification; Mike Dwyer reported that volunteers have been doing their own roads and Public Works has been working on the dog park. He wanted to remind everyone that the Township parks are not closed, but to be mindful that if you bring anything to the park, please take it with you.

Historical Commission; The Supervisors are still in the process of discussing whether to hold the Township's annual Memory Makers event. No decision has been made yet.with

Correspondence

None

Treasurer's Report

Mike Dwyer reported that the Township remains in good financial health. We are close to budget and are not in dire financial circumstances.

Payables

Mike Dwyer made a motion to approve the General Fund payables in the amount of \$120,475.85. Annette Atkinson seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the Sewer Department payables in the amount of \$89,988.36. Annette Atkinson seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the Golf Course payables in the amount of \$39,624.05. Mark Oney seconded the motion. Motion passed 3-0.

MikeDwyer made a motion to approve the Liquid Fuels payables in the amount of \$3,627.08. Mark Oney seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the Cultural Center/Library payables in the amount of 101,162.50. Annette Atkinson seconded the motion. Motion passed 3-0.

Solicitors Report

None

Engineers Report

Prior to the meeting, Chris McDermott, P.E. informed the Supervisors that The Green Light Go Grant program is possibly on hold and will be pushed back until 2021, due to

possible disruption of State funding to PennDOT. The Green Light Go grant is for automating traffic signals on State roads, such as Rt 209.

Middle Smithfield will have to decide if it will enter into the grant agreement with Smithfield. Chris believes that state grant funding is on hold and will get pushed back into 2021.

Mike Dwyer said we should send a letter to Smithfield, Stroud, Pocono and Hamilton that we are not moving forward until PennDOT is funded, and will not hold the money in 2020. Mike Dwyer suggested that whatever monies the townships need to commit be set aside. Mr. McDermott said that PennDOT will be looking for the intermunicipal agreements because when Middle Smithfield Township passed the resolution, we did not do an intermunicipal agreement.

Old Business

None

New Business

Dollar General Request for a Modification of Regulations; Greg Hillard, P.E. stated that to permit a central water supply well within 100 feet from a public right-of-way and 200 feet from the exterior property lines, they have submitted the request for a modification; due to an existing on lot system on the property to the east, wetlands in the northern portion of the site, and the overall width of the lot, the proposed well needs to be installed within the required isolation distances.

Mr. Hillard stated that the Planning Commission did provide their recommendations to allow the modification of regulations request. Ben Kutz, P.E. stated the well isolation distance cannot be met without the modification request.

Mr. Kutz also stated that if the on-lot septic system on the adjacent property fails, they would have to connect to the public sewer line.

Mark Oney stated that he has concerns about road materials, road salt, cinders, oil, etc. Mr. Kutz stated that the Planning Commission's recommendation of approval was conditioned upon Dollar General drilling the well into competent bedrock, and grouting around the angular space of the well. Proper well construction at the surface should prevent surface runoff from entering the well. In addition, the Planning Commission recommended that Township require a hydrogeologist to sign off on the plan. Mr. Kutz recommended requiring these conditions if the modification request is granted.

Mark Oney made a motion to grant the modification request subject to the following conditions;

- a. encasing the well in competent bedrock with grouting around the angular space to prevent water overflow from the soil and

- b. requiring a Hydrogeologist to sign off on the plan and
- c. adding a note to the final plan of the modifications sought and approved.

Annette Atkinson seconded the motion.

Mr. Hillard stated that the developer hopes to begin construction of the Dollar General in late June.

Public Comment

Julie Cioffi a resident stated that she was disappointed to learn that no one at the Oak Grove site would take her money to load mulch into her vehicle and that it doesn't say anywhere on the township social media pages that cash is not accepted.

Mike Dwyer stated that we are working on a better system. She asked if they are supposed to check for residency. Mr. Dwyer stated that the compost facility is for Lehman, Smithfield and Middle Smithfield Township residents. There was also discussion regarding installing a lock box and allowing residents who have made an appointment to be loaded by the machine to put the money in the lockbox.

Ms. Cioffi also asked about the skating rink at the dog park, and wanted to know if residents were notified. Mike Dwyer stated its in our newsletter and has been since before the rink was placed over 4 years ago. Mike stated that typically its too cold and snowy during winter months for pet owners to use the dog park.

Adjournment

Annette Atkinson made a motion to adjourn the meeting at 7:39pm. Mike Dwyer seconded the motion. Motion passed 3-0.

Respectfully submitted,

Michele L. Clewell
 Township Secretary
 May 14, 2020

General fund

Num	Name	Memo	Credit
18472	Middle Smithfield Township 2019 GOB	2019 GOB installment	16,370.76
wt	Pennsylvania American Water	1024-210033478776 hydrants	143.53
70195078	Met Ed	100138495898 Echo Lake	105.22
70194919	Met Ed	100114051681 Bark park	23.34
70194854	Met Ed	100069220836 River Rd light	23.34
7094755	Met Ed	100073577916 Sellersville light	36.53

18473	Ace Trucking & Repairs, Inc	inspections	685.48
18474	Alura Business Solutions LLC	invs 35454,441,537,468,629 computer maint	2,082.35
18475	American United Life Insurance Company	g006129990001000	2,177.44
18476	Bergey's, Inc	ph681731, 682911r parts	162.97
18477	Blue Ridge Cable	a/c 0377113-01 internet	62.21
18478	Bradco Supply Co	inv 191717 signs	566.50
18479	Canfields Pet & Farm	inv 136556 seed & hay Diss Way	200.00
18480	Carol Begley	refund for event cancelled due to COVID	100.00
18481	CEEL	inv 07294402 Employment Law renewal	153.65
18482	Claude S. Cyphers, Inc	inv 693984 parts	33.30
18483	Corporate Protective Services	invs 634,639 bldg security	3,303.52
18484	Dailey Resources, LTD	inv r144074 cylinder rental	11.00
18485	Dawn M. Arnst Tax Collector	tax collector supplies	196.77
18486	Fry's Plastic	invs K 06888,07325 materials	1,480.80
18487	Gilmore & Associates, Inc.	inv 196734 Dollar General LD	1,841.25
18488	Gotta Go Potties, Inc	inv 95443 Woodale porta potty	60.00
18489	Highway Equipment & Supply Co.	inv d68363 boom roller	697.59
18490	Hunter Keystone Peterbilt, LP	inv x210100975:01 parts	383.97
18491	Joanne Lance	masks for pro shop	30.00
18492	Kimball Midwest	inv 7883412 parts	252.00
18493	Lawson Products, Inc.	invs 9307537271, 560421 parts	431.51
18494	Leroy Lewis	contracted maintenance- dog park	200.00
18495	Lewis ACE Hardware	a/c 1120 supplies	280.92
18496	Mayra Colon.	reimburse for supplies	7.61
18497	Middle Smithfield Township 2012 GOB	2012 GOB General Fund installment	3,434.00
18498	Miggys Five	cleaning supplies	80.42
18499	NAPA Auto Parts	invs 2717-012263,012387 parts	351.04
18500	Orkin Pest Control	inv 310503 pest control	185.47
18501	PA Municipal Health Insurance Cooperative	health insurance 27699-0	55,279.32
18502	PA One Call System, Inc.	inv 857020 monthly activity fee	58.60
18503	Patrice Dume.	reimburse for land use webinar	50.00
18504	Pennsylvania American Water	a/c 1024220008909318 bark park	17.20
18505	Pocono Record.	a/c 2008129 annual subscription	638.20
18506	Praxair Dist Mid-Atlantic	inv 962292168 cylinder rental	27.29
18507	Rachel Heller.	reimburse for Liquid Fuels webinar	30.00
18508	RICOH USA, Inc	inv 5059463988 additional copies	392.47
18509	RICOH USA, Inc.	1309321-1021529A1	334.99
18510	SFM Consulting LLC	bc & z -005 invs 8058248707,55933,79467,330344 office supplies	6,979.84
18511	Staples Advantage	supplies	243.47
18512	Sun Litho Print	invs 43741,43742 office supplies	335.00
18513	Waste Management	inv 344635002035 dumpster	1,035.00
18514	Gotta Go Potties, Inc	inv 95444 bark park	85.00
18515	Waste Management	inv 344648002030 dumpsters	538.87
18516	PMRS	45-027-5N pension	16,676.09

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18517	Warehouse Battery Outlet, Inc	inv 453425 batteries	339.80
18518	Verizon Wireless	inv 9852834302 cell phones	260.40
70273965	Met Ed	100036091245 bldg b	485.97
70274079	Met Ed	100016951467 bldg A	449.55
70274281	Met Ed	100124280825 Oak Grove light	35.28
70274451	Met Ed	100016915751 Municipal light	<u>29.02</u>
			120,475.85

Sewer fund

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>
13976	ALLSTATE SEPTIC SYSTEMS, LLP	334393	585.00
13977	AT&T	0195333847001	40.80
13978	Blooming Glen Contractors	Payment #2 - PS #4 Maple Ln Project	32,152.67
13979	Evoqua Water Technologies		7,315.20
13980	MST2012GOB	MST 2012GOB installment	10,113.54
13981	PA ONE CALL SYSTEM, INC.	857025	78.20
13982	PENNSYLVANIA AMERICAN WATER	1024-210031497597	16.01
13983	PROSSER LABORATORIES, INC.	April	9,999.30
13984	W.G. MALDEN	16486	370.00
13985	WASTE MANAGEMENT	3448647-0203-2	6,627.15
13986	WG MALDEN	16357	510.00
13987	GILMORE & ASSOCIATES, INC.	196735 Mt. Nebo Pump Station & Force Main	2,346.29
13988	GILMORE & ASSOCIATES, INC.	196735	655.00
13989	MET-ED	100080913799 Off Sleepy Hollow	103.52
13990	MET-ED	100044863148 - WL Island View	30.53
13991	MET-ED	100018440378 PS#4 Maple Ln	277.37
13992	MET-ED	100018442556 PS#7 McCole & NP	124.81
13993	MET-ED	100081035618 - Lift Station	23.54
13994	MET-ED	100018448652 Main STP	3,920.42
13995	MET-ED	100089058661 RT 209	23.34
13996	MET-ED	100016629691 SLeepy Hollow Fairway	173.86
13997	MET-ED	100076523768 WL Mtn Pass	580.34
13998	MET-ED	100080916826 PS#2 Fairway Villas	55.79
13999	MET-ED	100080920901 Tree Tops	25.84
14000	VERIZON	450-733-757-0001-47 PS#4 Maple Ln	35.77
14001	VERIZON	450-733-758-0001-20 PS #3 McCole & 209	39.44
14002	VERIZON	250-733-759-0001-47 PS #7 McCole & NP	35.77
14003	VERIZON	250-733-760-0001-28 PS#8 LOTP	35.77
14004	VERIZON	450-733-760-0001-83 PS#2 Fairway Villas	35.77
14005	VERIZON	450-733-769-0001-92 WL Mtn Pass	33.99
14006	VERIZON	350-733-772-0001-56 Main STP	75.02
14007	PROSSER LABORATORIES, INC.	2019 Past Due	<u>13,548.31</u>
			89,988.36

Golf fund

Num	Name	Memo	Amount
wt	PA American Water	1024-210033261244	(95.50)
70194999	Met-Ed	100081748863 Golf maint bldg	(188.94)
61261	Fisher & Son Co., Inc.	inv 203657-00 fungicide	(7,390.65)
61262	Banko Beverage	beer	(133.56)
61263	Blue Ridge Communications	0109950-03 internet	(49.95)
61264	Claude S. Cyphers, Inc.	invs 693151, 693983 parts	(259.47)
61265	Eastern Alarm Systems, Inc.	inv 015107 fire alarm repairs	(75.00)
61266	Ecolab	inv 96400651 vinyl gloves	(28.90)
61267	Genesis Turfgrass Inc.	inv 93726 seed	(4,020.00)
61268	Golf Car Specialties, LLC	inv si145291 keys	(45.45)
61269	Grass Roots Turf Products	inv 838880 greens maint supplies	(11,229.59)
61270	Kistler O'Brien Fire Protection	ivs 130700,131165 inspections	(502.15)
61271	Marshalls Creek Plumbing	invs 15163, 15207 parts	(991.55)
61272	Merchants Insurance Group	a000231670 insurance monthly installment for 2012 GOB	(3,174.22)
61273	MST 2012 G.O.B.		(863.02)
61274	NAPA Auto Parts	invs 8487, 8843 parts	(222.40)
61275	PAPCO	invs 2961216,210 gas	(260.52)
61276	Precision Small Engine Co., Inc	inv 608270 parts	(677.63)
61277	Sibum's Auto Parts	inv 115473 parts	(150.00)
61278	Sienna Fernandez.	return of deposit	(250.00)
61279	Stacy Ann Harriott	return of deposit	(250.00)
61280	SynaTek	invs 217051,052 maint supplies	(5,450.00)
61281	Turf Equipment & Supply Co.	invs 1070078,311,311-01 parts	(943.58)
61282	Warehouse Battery Outlet, Inc	invs 451251,91 battery & parts	(133.94)
61283	Waste Management	inv 34466102034 clubhouse	(438.16)
61284	Waste Management	inv 34466202032 maint bldg	(315.59)
70273536	Met-Ed	100081748848 clubhouse	(839.41)
70273674	Met-Ed	100085171773 guard shack 100081748855 pump house tomx rd	(80.28)
70273838	Met-Ed		(502.79)
70274172	Met-Ed	100081784231 big ridge dr 100104048101 pump house doral crt	(39.32)
70274650	Met-Ed		(22.48)
			(39,624.05)

Liquid fuels

Num	Name	Memo	Amount
10066	Bradco Supply Company	inv 191716 stinger grader blade	- 3,627.08

Cultural Center/Library fund

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>
10052	Frank J. Smith Jr., Inc	inv 19204 surveyor	1,262.50
	Wind Gap Electric,	application #6 Library	
10053	Inc	construction	<u>99,900.00</u>
			101,162.50