



MIDDLE SMITHFIELD TOWNSHIP
BOARD OF SUPERVISORS MINUTES
JANUARY 2, 2018

The annual organization meeting of the Middle Smithfield Township Board of Supervisors was held on Tuesday, January 2, 2018 at 7pm at the Schoonover Municipal Building.

Township Supervisors present: Annette Atkinson, Mike Dwyer and Mark Oney. Also in attendance, Township Solicitor Keely Collins, Esq., Township Secretary Michele L. Clewell, and three residents

Pledge of Allegiance

2018 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 Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

Vice-Chairman of the Board of Supervisors – Mike Dwyer upon a motion of Annette Atkinson, seconded by Mark Oney. Motion passed 3-0.

Public Works Director – Mike Dwyer upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 3-0.

Administrative Director – Annette Atkinson upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

Assistant Administrative Director – Michele Clewell upon a motion of Annette Atkinson, seconded by Mike Dwyer. Motion passed 3-0.

Operations Director – Annette Atkinson upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Assistant Operations Director – Mark Oney upon a motion of Annette Atkinson, seconded by Mike Dwyer. Motion passed 3-0.

Township Treasurer – Mike Dwyer upon a motion of Annette Atkinson, seconded by Mark Oney. Motion passed 3-0.

Assistant Township Treasurer – Mark Oney upon a motion of Mike Dwyer, seconded by Annette Atkinson. Motion passed 3-0.

Golf Operations Director – Mark Oney upon a motion of Mike Dwyer, seconded the Annette Atkinson. Motion passed 3-0.

Township Secretary – Michele Clewell upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Assistant Township Secretary – Joan Hemm-Woisin upon a motion of Annette Atkinson, seconded by Mark Oney. Motion passed 3-0.

Budget & Finance Manager – Raymond Wolfe upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

Building Inspectors & BCO – SFM Consulting, LLC with Shawn McGlynn being the Representative upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Electrical Inspector – Dave Manter upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Human Resources Director – Michele Clewell upon a motion of Annette Atkinson, seconded by Mark Oney. Motion passed 3-0.

Safety Committee Chairman – Mark Oney upon a motion of Mike Dwyer, seconded by Annette Atkinson. Motion passed 3-0.

Open Records Officer – Joan Hemm-Woisin upon a motion of Annette Atkinson, seconded by Mark Oney. Motion passed 3-0.

Open Records Officer Alternate – Michele Clewell upon a motion of Annette Atkinson, seconded by Mike Dwyer. Motion passed 3-0.

Recycling Coordinator – Cory Lyon upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

Tax Collector Committee Delegate – Raymond Wolfe upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Tax Collector Committee Delegate Alternate – Mark Oney upon a motion of Mike Dwyer, seconded by Annette Atkinson. Motion passed 3-0.

Township Solicitor – The Firm of King Spry with Michael Gaul, Esquire being the representative upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Township Solicitor Alternate – The Firm of Newman, Williams, Mishkin with Gerard Geiger, Esquire being the representative upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

Special Legal Counsel (Sewer Department) – The Firm of King Spry with Michael Gaul, Esquire, being the representative upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 3-0.

Planning Commission Solicitor – The Firm of Weitzmann, Weitzmann & Huffman, LLC, with Deborah Huffman Esquire being the representative upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Planning Commission Solicitor Alternate – The Firm of King Spry with Michael Gaul, Esquire being the representative upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 3-0.

Zoning Hearing Board Solicitor – The Firm of Matergia and Dunn with John Dunn Esquire being the representative upon a motion of Annette Atkinson, seconded by Mark Oney. Motion passed 3-0.

Zoning Hearing Board Solicitor Alternate – the Firm of Fitzpatrick, Lentz and Bubba upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

Township Engineer – The Firm of Gilmore & Associates with Fred Courtright, P.E., being the representative upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Township Engineer Alternate – The Firm of Reilly engineering with Christopher McDermott, P.E., as the representative upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Sewage Enforcement Officer - David Manter Septic with Dave Manter being the representative upon a motion of Annette Atkinson, seconded by Mike Dwyer. Motion passed 3-0.

Sewage Enforcement Officer Alternate – Jeryl Reinhardt upon a motion of Annette Atkinson, seconded by Mark Oney. Motion passed 3-0.

Zoning, Code Enforcement Officer –SFM Consulting, LLC, with Shawn McGlynn being the representative, upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 3-0.

Zoning Code Enforcement Officer Alternate – SFM Consulting, LLC, with Shawn McGlynn being the representative, upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 3-0.

Flood Plain Administrator – SFM Consulting, LLC with Shawn McGlynn being the representative, upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Chairman of the Vacancy Board – Richard Alan Key upon a motion of Mike Dwyer, seconded by Annette Atkinson. Motion passed 3-0.

Compost Processing Board– Annette Atkinson for a (3) year term, upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

Economic Development Committee– Joe Memoli and Christopher Brown, each for a (2) year term, upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

Economic Development Committee Chairman – Gina Bertucci for a (1) year term upon a motion of Annette Atkinson, seconded by Mark Oney. Motion passed 3-0.

Emergency Management Coordinator – John Ferro upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Emergency Management Deputies – Mark Oney and Richard Provoznik upon a motion of Mike Dwyer, seconded by Annette Atkinson. Motion passed 3-0.

Golf Course Advisory Board, Annual Appointment – Ray White, Mike Sweeney, Craig Wetherbee, John Smith and Mike Yesunas upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Golf Course Advisory Board Chairman – Ray White for a (1) year term upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Historical Commission – Kim Williams upon a motion of Annette Atkinson, seconded by Mark Oney. Motion passed 3-0.

Historical Commission Chairman – Carrie Wetherbee for a (1) year term upon a motion of Annette Atkinson, seconded by Mike Dwyer. Motion passed 3-0.

Parks & Recreation Board – Michelle Wagner-Dellavalle, for a (5) year term, upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

Parks & Recreation Chairman – Jenna Componovo for a (1) year term upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

Parks & Recreation Director – Mike Dwyer upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 3-0.

Regional Park Commission Annual Appointment – No appointments were made.

Planning Commission (4 year term) – Mark Oney and Bill Suriano, upon a motion of Mike Dwyer, seconded by Annette Atkinson. Motion passed 3-0.

Representative to COG – Mike Dwyer with the other two Supervisors as alternates, upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 3-0.

Voting Delegate at PSATS Convention – Mike Dwyer upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 3-0.

Zoning Hearing Board – Frank Primrose to a (5) year term, upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

Treasurer's Bond – Mike Dwyer made a motion to set the Treasurer's Bond at \$1,000,000.00 Mark Oney seconded the motion. Motion passed 3-0.

Assistant Treasurer's Bond – Mike 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 – Mike 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 Savings Account – ESSA upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

Depository of the General Fund and Payroll Account – Wayne Bank upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

Depository of the Sewer Fund – Wayne Bank upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

Depository of the Golf Course Fund – Wayne Bank upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

Depository for the State Fund – ESSA upon a motion of Mike Dwyer, seconded by Mark Oney. 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) – Annette Atkinson made a motion to approve, Mark Oney seconded the motion. Motion passed 3-0.

Board of Supervisors Regular Meetings – Annette Atkinson made a motion to schedule Board of Supervisors' meeting for the 2nd and 4th Thursday of every month in 2018, with the exception

of the months of January, November and December, where the Board will meet on 1/25, 11/15, 12/6 and 12/27, all meetings to be held at 7pm. Motion seconded by Mike Dwyer. Motion passed 3-0.

Board of Supervisors Work Sessions – Annette Atkinson made a motion to schedule Board of Supervisor workshop meetings for Mon-Sun at 8am, 9am, 10am, 11am, 2pm, 4pm, 6pm and 7pm, as needed, with every Friday at 8am being the primary work session day. Motion seconded by Mike Dwyer. Motion passed 3-0.

Set mileage rate at IRS guidelines for use of personal vehicle on township business – Mark Oney made a motion to reimburse under the current IRS guidelines, currently at 54.5 cents per mile for the use of personal vehicle on township business. Annette Atkinson seconded the motion. Motion passed 3-0.

Wages, Benefits and Personnel Package – Mike Dwyer made a motion to adopt the employee handbook as written. Mark Oney seconded the motion. Motion passed 3-0.

Employee Safety Manual – Mark Oney made a motion to adopt the employee safety manual as written. Annette Atkinson seconded the motion. Motion passed 3-0.

Approval of Minutes

Annette Atkinson made a motion to approve the December 28, 2017 minutes. Mike Dwyer seconded the motion. Motion passed 3-0.

Report of Executive Session

Attorney Collins reported that no executive session(s) were held.

Announcements

Mike Dwyer congratulated Annette Atkinson on being sworn into office for her 2nd term as supervisor.

Treasurers Report

Mike Dwyer made a motion to approve the general fund payables in the amount of \$36,119.58. Mark Oney seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the liquid fuels payables in the amount of \$629.90. Mark Oney seconded the motion. Motion passed 3-0.

Solicitors Report

None

Engineers Report

None

New Business

Authorize Advertising to Accept Bids for the Township Spring and Fall Cleanups – Mike Dwyer made a motion to authorize the Township Secretary to advertise in order to accept bids for the May 4th & 5th and October 5th & 6th township cleanups. Mark Oney seconded the motion. Motion passed 3-0.

Public Comment

Chelsea Cirillo a junior at Notre Dame High School was present for the meeting as part of her senior class project and requested the chance to “shadow” some of the employees over the next year. The Supervisors and Michele Clewell asked Miss Cirillo to stop in the office in order to assist her with the class project.

Adjournment

Annette Atkinson made a motion to adjourn the meeting at 7:26 pm. Mike Dwyer seconded the motion passed 3-0.

Respectfully submitted,

Michele L. Clewell
Township Secretary
January 2, 2018

General fund

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>
01/02/2018	15925	Bradco Supply Co	inv 160484 qpr	210.00
01/02/2018	15926	Cargill, Inc	inv 2903809012 clearlane deicer	7,318.11
01/02/2018	15927	Claude S. Cyphers, Inc Donna G. Kenderdine,	invs 665336/511/583 parts	164.72
01/02/2018	15928	RPR	inv 234-17 Kalimootoo	421.50
01/02/2018	15929	Lewis True Value	a/c 1120 misc supplies	431.07
01/02/2018	15930	NAPA Auto Parts	inv 2717-882452 parts	69.99
01/02/2018	15931	PENNBOC	cn# 1452 2018 membership	85.00
01/02/2018	15932	PMRS	45-027-5N pension	13,797.73
01/02/2018	15933	Pocono Mountain COG	2018 membership fee	200.00
01/02/2018	15934	SFM Consulting LLC	invs bc-001, z-001 U&O-001	12,536.00
01/02/2018	15935	Staples Advantage	inv 8048020323 office supplies	591.84
01/02/2018	15936	Winter Equipment Co	inv iv35029 plow guards	<u>293.62</u>
				36,119.58

Liquid Fuels fund

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
01/02/2018	10002	209 Eneterprises	inv 101-10359 anti-skid	-629.90

