



MIDDLE SMITHFIELD TOWNSHIP
BOARD OF SUPERVISORS MINUTES
JANUARY 6, 2020

The annual organization meeting of the Middle Smithfield Township Board of Supervisors was held on Monday, January 6, 2020 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, Elected Auditors Regina Ireland-Auer and Angela Nevin.

Pledge of Allegiance

2020 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 Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

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

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

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

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

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

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

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

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

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

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

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

Township Engineer Alternate/Special Projects – The Firm of RKR Hess with Russell Scott IV, P.E., and Nate Oiler, P.E., being the representatives and D&D Engineering & General Construction with Deanna Schmoyer being the representative as the representative upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Sewer Department Engineer – The firm of Gilmore & Associates with Ben Kutz, P.E., being the representative upon a motion of Mark Oney, seconded the Mike Dwyer. Motion passed 3-0.

MS-4 Engineer – The firm of Gilmore & Associates with Mike Swartz, P.E., being the representative upon a motion of Mike Dwyer, seconded the Mark Oney. Motion passed 3-0.

Sewage Enforcement Officer – OTT Consulting with Zachary Karaseki being the representative upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Sewage Enforcement Officer Alternate – Hanover Engineering with Jacob Schray and Scott J. Brown being the representatives upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Zoning Officer - SFM Consulting, LLC, with Judy Acosta being the representative, upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

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

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

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

Economic Development Committee– Anthony Homer, for a (2) year term, upon a motion of Annette Atkinson, seconded by Mark Oney. Motion passed 3-0.

Economic Development Committee Chairman – Joe Memoli for a (1) year term upon a motion of Annette Atkinson, seconded by Mike Dwyer. Motion passed 3-0.

Emergency Management Coordinator – Kevin Dixon upon a motion of Annette Atkinson, seconded by Mark Oney. Motion passed 3-0.

Emergency Management Deputies – Mark Oney and Richard Provoznik upon a motion of Annette Atkinson, seconded by Mike Dwyer. 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 – Ken Johns for a (5) year term 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 Chairman – Jamie Frailey for a (1) year term upon a motion of Mike Dwyer, seconded by Annette Atkinson. Motion passed 3-0.

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

Planning Commission – Parin Shah and Wayne Bolt for a 4-year term, each, upon a motion of Mark Oney, 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.

Safety Committee – Mark Oney, Michele Clewell, Joan Woisin and Chad Swisher, each for a 2-year term upon a motion of Mike Dwyer, seconded by Annette Atkinson. Motion passed 3-0.

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

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

Treasurer's Bond – Mike 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 – Mike Dwyer made a motion to set the Assistant Treasurer's Bond at \$1,000,000.00. Mark Oney 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 with investments in PLGIT and Invest, 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) – Mike Dwyer 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 2020, with the exception of the months of January, November and December, where the Board will meet on 1/23, 11/12, 12/3 and 12/28, 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 Mark Oney. 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 (under the current IRS guidelines, currently at 57.5 cents per mile) for the use of personal vehicle on township business. Mark Oney seconded the motion. Motion passed 3-0.

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

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

Other Township Business

Approval of Minutes

Annette Atkinson made a motion to approve the December 30, 2019 minutes. Mark Oney seconded the motion. Motion passed 3-0.

Report of Executive Session

Attorney Collins stated that there was an executive session held prior to the meeting to go over personnel matters with the Township Solicitor.

Treasurer's Report

Mike Dwyer made a motion to approve the general fund payables in the amount of \$87,986.58. Annette Atkinson seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the golf course payables in the amount of \$1,437.97. Mark Oney seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the liquid fuels payables in the amount of \$17,131.32. 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 \$82,170.90. Mark Oney seconded the motion. Motion passed 3-0.

Solicitors Report

Attorney Collins stated that a Waiver of Conflict of Interest or Objections will be voted on under this evening under new business because of past representation of LTS Homes. She stated that this will not impair the Board of Supervisors from adopting the proposed resolution.

Engineers Report

None

Old Business

None

New Business

Authorize the Secretary to Advertise Spring and Fall Cleanup for May 1st & 2nd and October 2nd & 3rd & Possible Award; Mike Dwyer made a motion authorizing the township secretary to advertise for the spring and fall cleanups and possible award of bid(s). Mark Oney seconded the motion. Motion passed 3-0.

Resolution 01-2020-1; Anthony J. Mecca, Riate A Mecca and Roselle Mecca Joinder Deed; Mark Oney made a motion to approve Resolution 01-2020-1. Annette Atkinson seconded the motion. Motion

Resolution 01-2020-2; James Goetz and Stacey Goetz Joinder Deed; Mark Oney made a motion to approve Resolution 01-2020-2. Annette Atkinson seconded the motion. Mike Dwyer recused himself from voting as he resides in Lake of the Pines. Motion passed 2-0.

Approve the Waiver of Conflict of Interest; Annette Atkinson made a motion to approve the Waiver of Conflict of Interest or Objections with regard to the LTS Homes, LLC Joinder Deed proposed Resolution. Mike Dwyer seconded the motion.

Angela Nevin questioned the action. Attorney Collins explained that King Spry Firm has represented LTS in the past in other unrelated matters. Reg Auer asked if it comes up again, would the township make this statement again. Attorney Collins said yes.

Motion passed to approve the Waiver of Conflict of Interest 3-0.

Resolution 01-2020-3; LTS Homes, LLC Joinder Deed; Mark Oney made a motion to approve Resolution 01-2020-3. Mike Dwyer seconded the motion. Motion passed 3-0.

Ratify a Request to Waive the Well Isolation Distance for 3469 Fairview Drive in order to Repair a Malfunctioning Septic System on Same Property; Mark Oney made a motion to approve a request to waive the well isolation distance for 3469 Farview Drive in Pocono Heights in order

to repair the existing malfunctioning septic system. Annette Atkinson seconded the motion. Mike Dwyer stated that the SEO recommended the waiver be approved. Motion passed 3-0.

Public Comment

Ms. Nevin asked for an explanation of what is a joinder deed. Annette Atkinson stated the purpose is to join more than one parcel for taxing purposes.

Adjournment

Mike Dwyer made a motion to adjourn the meeting at 7:30pm. Annette Atkinson seconded the motion. Motion passed 3-0.

Respectfully submitted,

Michele L. Clewell
Township Secretary
January 7, 2019

General fund

wt 39037613	Square, Inc.	credit card fees 1/2	1.40
7	Pennsylvania American Water	1024-210033478776 hydrants	143.53
18155	209 Enterprises	inv 101-13864 anti-skid	1,435.90
18156	Advance Auto Parts	inv 6952936578749 parts	134.99
		invs 34486,34787 computer	
18157	Alura Business Solutions LLC	maintenance	741.75
18158	Bradco Supply Co	invs 187947,948,953 parts	845.00
18159	cash.	employee recognition reward - Dixon	50.00
18160	David Manter	inv 1494 permits	905.50
18161	Dawn M. Arnst Tax Collector	p.o. box, dues, seminar, supplies	378.11
18162	E.M. Kutz	inv 30345 parts	209.10
18163	Frazetta's Fantasy Costumes	Tan big head rabbit costume	125.00
		invs K02187,2263 replaces lost	
18164	Fry's Plastic	check	1,598.67
18165	General Code, LLC	inv gc00109098 annual maintenance	1,195.00
18166	Gilmore & Associates, Inc.	inv 192555 Dollar General LD	2,072.50
		inv 351621 Oney public officials	
18167	H.A. Thomson	bond	1,426.00
18168	Hanson Aggregates	inv 3658883 1/4 inch wash	2,867.63
18169	Lewis ACE Hardware	a/c 1120 misc parts & supplies	329.70
18170	M.S.T.S.D.	inv MS-0032 sewer	350.00
		inv 6806 1st qtr emergency dispatch	
18171	Monroe County Control Center	service	8,638.38
18172	Monroe Legal Reporter	inv 46819 annual subscription	85.00
18173	NAPA Auto Parts	inv 2717-989950 parts	91.99

18174	PA Municipal Health Insurance Cooperative	inv 19339-0 Jan insurance	52,614.39
18175	PAPCO	inv 2862101 propane	831.68
18176	PSATS	inv-61499-g5v6 annual dues	2,943.00
18177	RICOH USA, Inc.	1309321-1021529A1	334.99
18179	Scantek	inv 19454 document management service	7,240.00
18180	Smithfield Township	inv 91369 share of engineering fee bike park	222.37
18181	Sun Litho Print	inv 43499 fuel slips	175.00
			<u>87,986.58</u>

Golf fund

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
01/06/2020	61184	Blue Ridge Communications	a/c 0109950-03 internet	(49.95)
01/06/2020	61185	M.S.T.S.D.	BR-amenity3 sewer	(525.00)
01/06/2020	61186	MST 2012 G.O.B.	monthly installment for 2012 GOB	(863.02)
				<u>(1,437.97)</u>

Liquid fuels

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Paid Amount</u>
10061	Cargill Incorporated	invs 2905149527,153922,5159736 salt	-17,131.32

Community and Cultural Center

18178	Scandale Associated Builders & Engineers	application #5 Cultural Center	82,170.90
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