



MIDDLE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS MARCH 26, 2020 MEETING MINUTES

The regular meeting of the Middle Smithfield Township Board of Supervisors was held on Thursday, March 26, 2020 at 7:00 pm, via remote telephone conference call, 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 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 Coronavirus 2019 Disease ("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 on the teleconference call; Annette Atkinson, Mike Dwyer and Mark Oney. Also, conferencing in, Township Solicitor Michael Gaul, Esq., and Township Secretary Michele Clewell.

The Township notified and provided to the public through its website www.middlesmithfieldtownship.com, and Facebook page, a specific telephone number in order to allow for the public to participate in the conference call for the meeting. No one from the public attended.

Pledge of Allegiance

Approval of Agenda

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

Mike Dwyer made a motion to recess the meeting in order for the Supervisors, Solicitor and Secretary to join the PSATS State-wide COVID-19 Town Hall webinar with respect to Local Municipalities. Mark Oney seconded the motion. Motion passed 3-0. The Board of Supervisors recessed at 7:03 pm.

Mark Oney made a motion to reconvene the meeting at 8:06pm. Annette Atkinson seconded the motion. Motion passed 3-0.

Approval of Minutes

March 12, 2020; Annette Atkinson made a motion to approve the March 12 2020 minutes. Mike Dwyer seconded the motion. Motion passed 3-0.

Mrch 20, 2020; Annette Atkinson made a motion to approve the March 20, 2020 minutes. Mark Oney seconded the motion. Motion passed 3-0

Report of Executive Session(s)

Attorney Gaul reported that an executive session was held prior to the meeting to discuss legal matters with the Township Solicitor.

Announcements

COVID-19 Udate: The Board of Supervisors passed the Declaration of Disaster Emergency on March 18, 2020 (a copy of the Declaration and accompanying press release outlining the steps the township is taking is included in its entirety with the minutes). The township Facebook pages were updated frequently to report local, county, state and federal information. A special "Covid-19 Resource Page" was added to the township website, not only providing health ans safety information, but also providing local information for life-sustaining businesses such as grocery stores, pharmacies, banks, as well as event cancellations, houses of worshiup, and other up to date information.

Marh 19th, State Representative Rosemary Brown organized a call with the Senator, all Monroe County State Representatives, the County Commissioners, and the chairs of Stroud Township and Middle Smithfield Township to hear from St. Lukes Hospital and Lehigh Valley Health Network (Pocono) Hospital, and their grave concern of being overwhelmed with patients all at once. The hospitals stressed that we must do everything possible to "flatten the curve" and asked for help in getting the message out to the public to socially distance, and asked for what else can be done. Pausing the Martz Bus into New York and New Jersey was discussed, as well as pausing Short Term Rentals, to keep people from moving around. On March 25th, the Board of Supervisors attended Congressman Matt Cartwright's Town Hall call, for updates on what the Federal government is doing in response to the COVID-19 crisis.

Among the steps the township is taking: The administration/operations staff is mainly working from home, with limited trips and interaction at the office. The public works road and golf course employees are on a staggered "one day on, one day off" work schedule in order to provide "social distancing" and limit public works contact with each other.

Attorney Gaul stated that the state and federal government are working on programs to reimburse local governments for expenses related to the disaster emergency, which could possibly including paying employees to remain on call while at home. He suggested that the township keep a diary every day of Township activities and expenses, including employee working conditions, what are they doing, and alterations to their works schedule, and where they are working from.

Mark Oney mentioned the reports that should be sent to the County Emergency Operations Center every Monday. Mike Dwyer said he has no problem keeping record every day for public works. Township assistance to the fire company and EMS will also be included in the daily tabulations.

Attorney Gaul suggested that a new accounting number be used to keep track of the financials for Covid 19 expenses.

All COVID 19-related work that Township employee perform should be specifically identified. Mike Dwyer stated that he will sort it out with Ray Wolfe, Budget & Finance Manager and Kevin Dixon, EMC.

Correspondence

None

Treasurer's Report

Payables; Mike Dwyer made a motion to approve the general fund payables in the amount of \$57,220.14. Mark Oney seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the sewer fund payables in the amount of \$105,780.09. Annette Atkinson seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the golf course payables in the amount of \$8,663.72. Mark Oney seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the cultural center payables in the amount of \$443,436.31. Annette Atkinson seconded the motion. Motion passed 3-0.

Mike Dwyer stated due to the Governor's order that non essential businesses close on March 20th, the Township may receive bills from Wind Gap Electric and KC Mechanical.

There was discussion regarding the construction stoppage on the Cultural Center/Library and the renovations withing the township building.

Solicitors Report

None

Engineers Report

None

Old Business

None

New Business

Spring and Fall Cleanup Bid Opening and Possible Award; Mike Dwyer made a motion to accept the bids received from Northeast Cartage, LLC and Waste Management. Mike Dwyer made a motion to award the spring and fall cleanup containers bid to Waste Management at \$40 per cubic yard, as their bid contained all the required documentation. Annette Atkinson seconded the motion. Motion passed 3-0.

Pocono Springs’ Request for Partial Release of Financial Security; Annette Atkinson made a motion to reduce the JNS, Inc., letter of credit from \$29,496.00 to \$15,356.00 based on the Township Engineer’s recommendation regarding the costs of completion for remaining improvements. Township Engineer Ben Kutz, P.E., advised the Township through correspondence the remaining cost of completion is \$15,356.00. Mark Oney seconded the motion. Motion passed 3-0.

LTS Homes, LLC Joinder Deed; Annette Atkinson made a motion to table action on the request from LTS, LLC Joinder Deed. Mark Oney seconded the motion. Motion passed 3-0.

Employee Separation Agreement; Annette Atkinsn made a motion to approve the agreement with Karen Stapleton. Mike Dwyer seconded the motion. Motion passed 3-0.

Public Comment

None

Adjournment

Annette Atkinson made a motion to adjourn the meeting at 8:37pm. Mike Dwyer seconded the motion. Motion passed 3-0.

Respectfully submitted

Michele L. Clewell,
Township Secretary
March 26, 2020

General fund

Num	Name	Memo	Credit
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18331	Middle Smithfield Township 2019 GOB	2019 GOB installment	12,732.81
18372	Alura Business Solutions LLC	inv 35381 log me in issues	150.00
18373	Amazon	60645787810579207 supplies	393.70
18374	Autozone	inv 6787807190 parts	71.86
18375	Bergey's, Inc	inv ph668768r parts	356.58
18376	Claude S. Cyphers, Inc	inv 692849 parts	316.10
18377	Cleveland Brothers	inv inpp3672825 parts	166.91
18378	Grainger, Inc.	invs 9466967297, 9469722319 supplies	593.91
18379	Herpel's Auto & Truck Lifts	inv 9234 repairs	345.00
18380	Highway Equipment & Supply Co.	inv D67383 parts	977.20
18381	Jay E. Huffman	volunteer tax credit	50.61
18382	JPC Fabrication	inv 2727, 2312 parts	210.00
18383	King, Spry, Herman, Freund & Paul LLC	legal fees invs 145909-145916	6,947.00
18384	Kistler O'brien Fire Protection	inv 127222 inspections	72.40
18385	Macmillan Oil	inv 66917, 71822 motor oil	1,488.46
18386	Marshalls Creek Plumbing	invs 15120,127,131,132	344.41
18387	PAPCO	invs 2921457, 2924020 propane & gas	4,461.54
18388	Penteledata	inv B3656540 email boxes	291.84
18389	Praxair Dist Mid-Atlantic	invs 95350686,9540395	241.65
18390	Tulpehocken Spring Water	inv 5859345 water	117.38
18391	Alura Business Solutions LLC	inv 35404 computer repairs	790.00
18392	Donna G. Kenderdine, RPR	inv 206-19 Rollins	230.00
18393	Verizon	223-0503	372.87
18394	Autozone	inv 6787814350 parts	13.68
18395	Bradco Supply Co	inv 190638 supplies	656.00
18396	Claude S. Cyphers, Inc	vs 692947,693006 parts	119.60
18397	FedEx	inv 695954732	38.69
18398	PMRS	450275N pension	17,339.31
18399	Pocono Produce Company	inv 1263256 trash liners	30.20
18400	Ray Price Ford Lincon	inv 5010536 parts	78.29
18401	RICOH USA, Inc.	1309321-1021529A1	334.99
18402	Riley and Company	inv 45740 2nd installment for audit	5,995.92
18403	Schoonover & Vanderhoof, Architects LLC	inv 584031-26 tire rotation	250.00
18404	Service Tire Truck	inv 584031-26 tire rotation	49.00
18405	Staples Advantage	inv 8057815081 office supplies	45.97
18406	Waste Management	inv 344044602037 dumpsters	<u>546.26</u>
			57,220.14

Sewer fund

Num	Name	Memo	Credit
13895	ALLSTATE SEPTIC SYSTEMS, LLP		1,447.50
13896	B. Newhart & Sons, Inc.	03172020	880.00
13897	Blooming Glen Contractors	Payment #1	8,589.15
13898	MET-ED	100044863148 - WL Island View	28.00

13899	MET-ED	100016914275 - PS#5 Rt 209/Municipal	295.62
13900	MET-ED	100018446334 - PS#3 McCole & 209	78.10
13901	MET-ED	100018440378 - PS#4 Maple Ln	289.12
13902	MET-ED	100016867432 - PS#8 LOTP	195.03
13903	MET-ED	100018442556 - PS#7 McCole & NP	136.98
13904	MET-ED	100081035618 - Lift Station	24.36
13905	MET-ED	100081035618 - PS#9 Oak Grove	88.30
13906	MET-ED	100081035618 - Main STP	4,194.26
13907	MET-ED	100089058661 Rt 209	23.39
13908	MET-ED	100016629691 - Sleepy Hollow Fairway	168.72
13909	MET-ED	100076523768 - WL Mtn Pass	831.40
13910	MET-ED	100080913799 - Off Sleepy Hollow	135.51
13911	MET-ED	100044877809 - WL Clubhouse Dr	29.82
13912	MET-ED	100080916826 - PS#2 Fairway Villas	32.82
13913	MET-ED	100080920901 - Tree Tops	39.11
13914	MET-ED	100018353951 - PS#6 Sellersville	275.24
13915	MST2012GOB	MST 2012GOB installment	10,113.54
13916	Pioneer Constructions Co.	Mt. Nebo Pump Station - Payment #1	77,433.30
13917	VERIZON	450-733-757-0001-47 - PS#4 Maple Ln	36.22
13918	VERIZON	450-733-758-0001-20 - PS#3 McCole & 209	37.28
13919	VERIZON	250-733-759-0001-47 - PS#7 McCole & NP	36.22
13920	VERIZON	250-395-051-0001-57 - PS#6 Sellersville	39.22
13921	VERIZON	450-395-051-0001-14 - PS#5 Rt 209/ Municipal	39.58
13922	VERIZON	250-733-760-0001-28 - PS#8 LOTP	36.22
13923	VERIZON	450-733-760-0001-83 - PS#2 Fairway Villas	36.22
13924	VERIZON	450-733-769-0001-92 - WL Mtn Pass	34.17
13925	VERIZON	350-733-772-0001-56 Main STP	75.67
13926	VERIZON	250-395-181-0001-01 - PS#9 Oak Grove	40.80
13927	VERIZON	250-395-204-0001-04 - PS#10 BRD	39.22
			105,780.09

Golf fund

Num	Name	Memo	Amount
61238	AutoZone, Inc.	inv 6787804428 parts	(58.41)
61239	Cintas Corporation	inv 4045682399 cleaning	(140.10)
61240	Claude S. Cyphers, Inc.	inv 692713 parts	(150.15)
61241	Germain Joyner	return of deposit	(250.00)
61242	Grass Roots Turf Products	invs 840051, 840153	(3,085.56)
61243	Marshalls Creek Plumbing	inv 15085 irrigation parts	(1,084.47)
61244	NAPA Auto Parts	inv2717-006452 parts	(75.96)
61245	Ecolab	inv 96349253 gloves	(28.90)
61246	Waste Management	inv 344165602030 clubhouse	(444.09)
61247	Waste Management	inv 344165702038 maint bldg	(559.01)
61248	Hellers Gas, Inc.	inv 3598750, 3609253 propane	(2,787.07)

(8,663.72)

Cultural Center/Library

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>
10048	Marx Sheet Metal & Mechanical Inc	application #8	116,991.57
10049	Scandale Associated Builders & Engineers	application #8	242,596.38
10050	Northeast Site Contractors	application # 5	<u>83,848.36</u>
			443,436.31