



MIDDLE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS APRIL 9, 2020 MEETING MINUTES

The regular meeting of the Middle Smithfield Township Board of Supervisors was held on Thursday, April 9, 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., and Township Secretary Michele Clewell were also present via ACT.

A Public Notice was posted on the townships website, www.middlesmithfieldtownship.com, and Facebook page that anyone interested in participating in the public meeting to email the Township Secretary mclewell@mstownship.com and a Zoom meeting link or teleconference phone number would be provided to them. 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.

Approval of Minutes

Annette Atkinson made a motion to approve the March 26, 2020 minutes. Mark Oney seconded the motion. Motion passed 3-0.

Report of Executive Session(s)

None

Announcements

None

Committee & Department Reports

The committee and department reports are available in their entirety on the township website.

Correspondence

None

Treasurer's Report

Payables; Mike Dwyer made a motion to approve the general fund payables in the amount of \$110,72159. Mark Oney seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the sewer fund payables in the amount of \$14,599.50. Annette Atkinson seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the golf course payables in the amount of \$1,344.92. Mark Oney seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the liquid fuels payables in the amount of \$7,980.00. Annette Atkinson seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the cultural center/library payables in the amount of \$38,430.00. Annette Atkinson seconded the motion. Motion passed 3-0.

Solicitors Report

None

Engineers Report

None

Old Business

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.

New Business

Muni-Link Central Sewer Bill Contract; Annette Atkinson made a motion to approve a software license agreement with Muni-Link for sewer system billing purposes

substantially in the form presented, and authorize the Chairman or Vice Chairman of the Board of Supervisors to execute and deliver the agreement to Muni-Link, with such modifications as the signing officer deems necessary or convenient, in consultation with the Township Solicitor. Mark Oney seconded the motion. The annual costs of the contract is expected to be approximately \$7,000, with a one time implementation fee of approximately \$10,000. Motion passed 3-0.

COVID-19 Updates

Attorney Gaul stated that the Courts in the Commonwealth are basically closed right now. Only emergency matters are being heard by the Courts at this time. The Federal Courts are closed as well.

Public Comment

None

Adjournment

Annette Atkinson made a motion to adjourn the meeting at 7:17pm. Mike Dwyer seconded the motion. Motion passed 3-0.

Respectfully submitted

Michele L. Clewell,
Township Secretary
April 9, 2020

General fund

Date	Num	Name	Memo	Credit
04/08/2020	wt	Pennsylvania American Water	1024-210033478776 hydrants	143.53
04/09/2020	18408	Middle Smithfield Township 2019 GOB	2019 GOB installment	16,370.76
04/09/2020	18409	Leroy Lewis Middle Smithfield	contracted maintenance- dog park	200.00
04/09/2020	18410	Township 2012 GOB	2012 GOB General Fund installment	3,434.00
04/09/2020	18411	American United Life Insurance Company	G00612999	2,412.68
04/09/2020	18412	Raymond Wolfe.	reimburse for printer ink	40.26
04/09/2020	18413	SFM Consulting LLC	u&0, bc, z-04 Permits	14,535.03
04/09/2020	18414	AFLAC	insurance a/c y2051	768.52
04/09/2020	18415	Alura Business Solutions LLC	inv 35319 monthly computer maintenance	1,119.00
04/09/2020	18416	Blue Ridge Cable	0377113-01 internet Wooddale	62.21
04/09/2020	18417	Central Jersey Equipment	inv 1174408 oil filter	29.89
04/09/2020	18418	Claude S. Cyphers, Inc	invs 91752, 693181 parts	85.10
04/09/2020	18419	Dailey Resources, LTD	inv R143114cylinder rental	11.00
04/09/2020	18420	Five Star Equipment	inv P79408 parts	276.29

04/09/2020	18421	Gilmore & Associates, Inc.	Engineering inv 195258, 259, 260	1,866.25
04/09/2020	18422	Gotta Go Potties, Inc	inv 94966 Wooddale	60.00
04/09/2020	18423	Lewis ACE Hardware	a/c 1120 supplies	267.97
04/09/2020	18424	Michele L. Clewell	reimburse for printer ink	62.53
04/09/2020	18425	NAPA Auto Parts PA Municipal Health	invs 2717-009446, 009430 parts	373.80
04/09/2020	18426	Insurance Cooperative	May health insurance 27699-0	55,279.32
04/09/2020	18427	PA One Call System, Inc.	inv 853434 monthly activity fee	29.60
04/09/2020	18428	PAPCO	invs 2941489, 2938503, 500, 2940711 less credit memo	1,518.06
04/09/2020	18429	Praxair Dist Mid-Atlantic	inv 95675663 cylinder rental	26.23
04/09/2020	18430	PSATS CDL Program	inv-68233-P651 testing	140.00
04/09/2020	18431	RICOH USA, Inc	inv 5059227011 additional copies	229.05
04/09/2020	18432	Verizon Wireless	inv 9850756604 cell phones	261.12
04/09/2020	18433	Gotta Go Potties, Inc	inv 94967 Bark Park	85.00
04/09/2020	69425266	Met Ed	100114051681 Bark park	23.42
04/09/2020	69425193	Met Ed	100069220836 River Rd light	23.42
04/09/2020	69399612	Met Ed	100138495898 Echo Lake	126.66
04/09/2020	6942793	Met Ed	100073577916 Sellersville light	36.07
04/09/2020	18434	Ott Consulting Inc	invs for SEO	<u>10,824.82</u>
				110,721.59

Sewer fund

Num	Name	Memo	Credit
13936	AT&T	0195333847001	41.38
13937	B. Newhart & Sons, Inc.	03232020	440.00
13938	COYNE CHEMICAL	333595	3,525.00
13939	PA ONE CALL SYSTEM, INC.	853439	43.70
13940	PROSSER LABORATORIES, INC.		<u>10,549.42</u>
			14,599.50

Golf fund

Date	Num	Name	Memo	Amount
04/06/2020	wt	PA American Water	1024-210033261244	(82.48)
04/09/2020	69428149	Met-Ed Blue Ridge	100081748863 Golf maint bldg	(180.21)
04/09/2020	61249	Communications	0109950-03 internet	(49.95)
04/09/2020	61250	MST 2012 G.O.B.	monthly installment for 2012 GOB	(863.02)
04/09/2020	61251	Wilson Sporting Goods	inv 4530671479 balls	(147.00)
04/09/2020	68980119	Met-Ed	100104048101 pump house doral crt	<u>(22.26)</u>
				(1,344.92)

Liquid Fuels fund

Date	Num	Name	Memo	Amount
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04/09/2020 10065 Martin Truck Bodies, Inc quote 14305 truck body -7,980.00

Cultural Center/Library

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>
10051	Wind Gap Electric, Inc	application # 5 Cultural center construction	38,430.00