



## MIDDLE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS JUNE 25, 2020 MEETING MINUTES

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The regular meeting of the Middle Smithfield Township Board of Supervisors was held on Thursday, June 25, 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. On June 3, 2020, Governor Wolf renewed his Proclamation of Disaster Emergency. Several of the Governor’s and Pennsylvania Secretary of Health’s orders remain in place. Monroe County is still the green phase of the Governor’s re-opening process.*

*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 Christopher McDermott, P.E., and Township Secretary Michele Clewell. Christina Chen, from the Jinyin Temple of Sino Esoteric Buddhism, Inc., also attended. There were no other members of the public in attendance.

A Public Notice was posted in the Pocono Record on June 24, 2020 and on the township’s website, [www.middlesmithfiedtownship.com](http://www.middlesmithfiedtownship.com), and Facebook page that anyone interested in participating in the public meeting to email the Township Secretary [mclewell@mstownship.com](mailto:mclewell@mstownship.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. Mark Oney seconded the motion. Motion passed 3-0.

**Approval of Minutes**

Annette Atkinson made a motion to approve the June 11, 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 county wide cases have been nearing 25 per 100,000 over the last 14 days, which is higher than previous since the County entered the green phase. The number of cases is still below 50 cases per 100,00 population, which was the threshold for entering the green phase.

The golf course is seeing a 31% increase in rounds over 2018 and 180% over 2019 to date, as rounds to date are 1738. The Friday night scramble started last week with 18 players.

Cultural Center/Library construction is moving along. We are still waiting on Met Ed to finish installing the power. They were on site one day this week. We are hopeful that the Library can begin moving in its material after the July 4<sup>th</sup> holiday, and occupy the building in the 3<sup>rd</sup> week or so in July. We anticipate an opening in August. Attorney Gaul brought up the lease agreement and to not loose site of that.

Lehigh Valley Health Network will be using the municipal building for the Coding Professionals Training as the hospital meeting rooms are currently closed.

The Supervisors will be meeting with the Cultural Center/Library professionals on Tuesday to discuss current status of the project, and any outstanding items with the construction.

The MST Planning Commission is considering having in-person meetings in July.

**Correspondence**

None

**Treasurer's Report**

Mike Dwyer reported that the Township General Fund income is down 10%, as anticipated, with the expenses higher at 5%. He believes this is a reflection of the reallocation of accounting numbers. The Sewer Department income is also 10% lower

than anticipated; expenses are at budget, to lower than predicted. Golf Course income is at budget and expenses are coming back into the line now that we are in mid-June.

#### Payables

Mike Dwyer made a motion to approve the General Fund payables in the amount of \$147,390.85. Annette Atkinson seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the Sewer Department payables in the amount of \$84,143.12. Annette Atkinson seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the Golf Course payables in the amount of \$11,746.41. 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 \$325,703.14. Annette Atkinson seconded the motion. Motion passed 3-0.

#### **Solicitors Report**

Waiver Request of Penalties and Interest on Delinquent Real Estate Taxes; The Jinyin Temple of Sino Esoteric Buddhism, Inc; Christina Chen was on the telephone on behalf of Jinyin Temple of Sino Esoteric Buddhism, Inc. Ms. Chen requested the Supervisors waive the penalties and interest on their delinquent real estate taxes. Following lengthy discussion, Mike Dwyer made a motion to table action on the waiver request until Ms. Chen contacts the other taxing authorities and reports to the Supervisors the intentions of the other taxing authorities. Annette Atkinson seconded the motion. Motion passed 3-0.

Mike Dwyer stated that he would like Ms. Chen to bring back written evidence from the other taxing authorities (county and school district) with a another request to waive the penalties and interest on delinquent taxes.

Michael Dwyer's motion to table was approved by consensus.

#### **Engineers Report**

Traffic Signal Poles; Chris McDermott discussed the letter that PennDOT sent out to the state's municipalities regarding scheduling inspections to their traffic poles. Mike Dwyer stated this is a reaction by PennDOT to concern that a pole could fall over. He also stated that it is not the responsibility of the Public Works Director or Roadmaster or Road Crew to do a site inspection; this requires an Engineer, who will write the report and sign off on the integrity of the traffic poles. Mr. McDermott stated that he will arrange for someone from his staff to do the inspections. He will provide the costs and send the report to the Supervisors for approval. Attorney Gaul agreed that this kind of inspection is something the professional should do.

#### **Old Business**

None

### **New Business**

Authorize Stifel Public Finance to Proceed with the 2020 Bond Issue Necessary Preparations; Mike Dwyer made a motion authoring Stifel Public Finance to proceed with the necessary preparation for the 2020 Bond Issue. The actual bond issue will have to be approved by an ordinance. Annette Atkinson seconded the motion. Motion passed 3-0.

Rental Fee Waiver Request for Echo Lake Park Pavilion for United States Census Bureau; Mike Dwyer made a motion to ratify the approval for for the US Census Bureau to use the Echo Lake Park pavilion on June 18, 2020. Mark Oney seconded the motion. Motion passed 3-0.

Authorize the MST Sewer Department Manager to Write Off \$224,017.09 of Uncollectable Debt, Pursuant to the Direction of the CPA Auditors, Riley and Company; Annette Atkinson authorized the Middle Smithfield Township Sewer Department Manager to write off \$224,017.09 of uncollected debt due to the properties now being in the Monroe County Repository for unpaid taxes, and to list the account numbers of all the properties being written off in the minutes for specificity. The uncollectable accounts are being written off in order to clarify the financial reporting of the Township's Sewer Department operations. Mike Dwyer seconded the motion. Motion passed 3-0.

Authorize Bid Specifications and Advertise Bids for the LSA Grant for the Marshalls Creek Fire Company; Mike Dwyer made a motion for Middle Smithfield Township and the MCFC to work on specifications on MCFC's building safety renovations, in order for the Township to bid the job, subject to the fire company signing an agreement to have the Township take on the work on the fire company's property. Mark Oney seconded the motion. Motion passed 3-0.

### **Public Comment**

None

### **Adjournment**

Annette Atkinson made a motion to adjourn the meeting at 7:40pm. Mike Dwyer seconded the motion. Motion passed 3-0.

Respectfully submitted,

Michele L. Clewell  
Township Secretary  
June 25, 2020

## General fund

Num	Name	Memo	Credit
70989171	Met Ed	100124280825 Oak Grove light	34.71
18590	Tom Riccobono	photographer deposit	200.00
71170686	Met Ed	100126688959 Dancing Ridge	27.25
18591	209 Enterprises	inv 101-14311 chip stone	2,450.40
18592	A.J. Smith Electric Motor Service	inv 37319 parts	65.00
18593	Alura Business Solutions LLC	invs 35914,35970 computer maintenance	1,656.00
18594	Amazon	a/c 6045787810579207 supplies	513.52
18595	Asphalt Maintenance Solutions	invs 4935,4936 road sealer & materials	12,973.59
18596	Autozone	inv 6787895796 parts	23.97
18597	Brodhead Watershed Association	River Steward watershed program	1,000.00
18598	Claude S. Cyphers, Inc	inv 696357 parts	53.95
18599	Cleveland Brothers	invs serv7341170,inpp3787285,7284,6787 parts	1,526.45
18600	Corporate Protective Services	inv 667 meeting security	75.00
18601	Donna G. Kenderdine, RPR	inv 276-20 conditional use	167.60
18602	Five Star Equipment	inv P82406 parts	89.14
18603	Gary C. Possinger	reimburse for boots	139.00
18604	Gary Vanhorn.	reimburse for boots	150.00
18605	Holly Freese.	reimburse for mileage	34.20
18606	HWA GROUP INC	inv 6234 steam pressure washer	5,000.00
18607	John Robson.	reimburse for boots	150.00
18608	King, Spry, Herman, Freund & Paul LLC	Invs 148449-455 Legal fees	5,645.50
18609	Lawson Products, Inc.	inv 9307636349 parts	292.06
18610	Matergia and Dunn	inv 122 zoning hearing bd	99.00
18611	Ott Consulting Inc PA Municipal Health Insurance Cooperative	SEO bills May	1,519.50
18612		inv 32027-0 health insurance	55,279.32
18613	Pennsylvania American Water	a/c 1024-220008909318 bark park	36.17
18614	Penteledata	inv B3705408 email boxes	291.84
18615	PMRS	pension	25,260.53
18616	Ray Price Ford Lincon	inv 5011067 parts	283.86
18617	RICOH USA, Inc.	1309321-1021529A1	334.99
18618	Sherwin-Williams	tran# 4484-5 line paint	331.80
18619	Staples Advantage	invs 8058719300,32750,39916,77887 office supplies	1,475.69
18620	Tulpehocken Spring Water	inv 6016973 water	65.48
18621	Tyrex Resources LTD	inv 15304 tires from clean-up	520.00
18622	United States Treasury	720-V 246001492	114.30
18623	Verizon	450395041000125	376.00
18624	Warehouse Battery Outlet, Inc	inv 457363 batteries	339.80
18625	Waste Management	invs 345439102038,346017702033 clean-up dumpsters	27,570.00
18626	Weitzmann, Weitzmann & Huffman, LLC	inv 23857 planning commission	525.00
18627	Waste Management	inv 346040102037 dumpsters	700.23

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147,390.85

Sewer fund

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>
14041	COYNE CHEMICAL	337988	3,525.00
14042	PENNSYLVANIA AMERICAN WATER	1024-210031497597	16.01
14043	Pioneer Constructions Co.	Payment #4	48,786.07
14044	PROSSER LABORATORIES, INC.	WL - April & May	14,824.50
14045	MET-ED	100044863148 - WL Island View	30.04
14046	MET-ED	100016914275 - PS#5 Municipal & Rt 209	313.90
14047	MET-ED	100018446334 PS#3 McCole & 209	62.93
14048	MET-ED	100018440378 PS#4 Maple Ln	387.23
14049	MET-ED	100016867432 PS#8 LOTP	180.50
14050	MET-ED	100018442556 PS#7 McCole & NP	106.83
14051	MET-ED	100081035618 Lift Station	24.01
14052	MET-ED	100081035618 PS#9 Oak Grove	70.59
14053	MET-ED	100018448652 Main STP	3,824.02
14054	MET-ED	100089058661 Rt 209	23.15
14055	MET-ED	100016629691 Sleepy Hollow Fairway	159.03
14056	MET-ED	100076523768 WL Mtn Pass	563.13
14057	MET-ED	100080913799 Off Sleepy hollow	130.56
14058	MET-ED	100044877809 WL Clubhouse Dr	30.06
14059	MET-ED	100080916826 - PS#2 Fairway Villas	40.01
14060	MET-ED	100080920901 Tree Tops	25.66
14061	MET-ED	100018353951 PS#6 Sellersville	267.98
14062	VERIZON	450-733-757-0001-47 PS#4 Maple Ln	69.34
14063	VERIZON	450-733-758-0001-20 PS#3 McCole & 209	36.41
14064	VERIZON	250-733-759-0001-47 PS#7 McCole & NP	35.92
14065	VERIZON	250-395-051-0001-57 PS#6 Sellersville	38.91
14066	VERIZON	450-395-051-0001-14 PS#5 Municipal & 209	39.27
14067	VERIZON	250-733-760-0001-28 PS#8 LOTP	35.92
14068	VERIZON	450-733-760-0001-83 PS#2 Fairway Villas	35.92
14069	VERIZON	450-733-769-0001-92 WL Mtn Pass	36.99
14070	VERIZON	350-733-772-0001-56 Main STP	75.16
14071	VERIZON	250-395-181-0001-01 PS#9 Oak Grove	40.48
14072	VERIZON	250-395-204-0001-04 PS#10 BRD	38.91
14074	EMERGENCY SYSTEMS SERVICE COMPANY	0230770-IN PO #-S20-0005	7,902.00
14075	EMERGENCY SYSTEMS SERVICE COMPANY	0230894-IN	<u>2,366.68</u>
			84,143.12

Golf fund

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
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61316	LT Verrastro Beverage	beer	(444.25)
61317	Banko Beverage	beer	(153.65)
70912212	Met-Ed	100085171773 guard shack	(75.69)
70912314	Met-Ed	100081784231 big ridge dr	(39.00)
70912579	Met-Ed	100081748863 Golf maint bldg	(154.06)
70988967	Met-Ed	100081748848 clubhouse	(950.92)
70989055	Met-Ed	100081748855 pump house tomx rd	(492.69)
70989306	Met-Ed	100104048101 pump house doral crt	(22.30)
61318	LT Verrastro Beverage	beer	(175.59)
61319	Banko Beverage	beer	(239.30)
61320	AutoZone, Inc.	inv 6787804423 parts	(305.28)
61321	Bridgestone Golf Inc	invs 1002889900,9534 balls	(1,864.18)
61322	Central Jersey Equipment	inv 1187612 parts	(68.96)
61323	Claude S. Cyphers, Inc.	inv 694122,694187 parts	(96.60)
61324	Fisher & Son Co., Inc.	inv 210481-in greens maint supplies	(561.59)
61325	Genesis Turfgrass Inc.	inv 98612 greens maint supplies	(660.00)
61326	Herr Foods Inc	inv 8168452 snacks	(101.84)
61327	Jodi Woods	event cancelled	(250.00)
61328	JPC Fabrication LLC	inv 2893 repair oil cooler	(100.00)
61329	Macmillan Oil Co. Allentown, Inc.	inv 117744 oil	(530.00)
61330	Marshalls Creek Plumbing	inv 15237 repairs	(63.38)
61331	NAPA Auto Parts	inv 2717-014170 parts	(61.74)
61332	PAPCO	invs 2993702,14,17,gas	(859.91)
61333	Pepsi-Cola	inv 19261809 soda	(305.41)
61334	Precision Small Engine Co., Inc	inv 611756 parts	(79.73)
61335	R&R Products	inv cd2453008 parts	(194.67)
61336	Sabitree Josey.	return of deposit	(250.00)
61337	Turf Equipment & Supply Co.	inv 1074420-00 parts	(1,747.63)
61338	Verizon	a/c 250732882000156	(53.30)
61339	Waste Management	inv 346154302035 clubhouse	(435.25)
61340	William Liming	inv 1047 ball stamps	(96.00)
61341	Waste Management	inv 346154402033 maint bldg	(313.49)
			<u>(11,746.41)</u>

Cultural Center/Library

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>
10060	Northeast Site Contractors.	application #6	132,366.92
10061	Northeast Site Contractors.	application #7	<u>193,336.22</u>
			<u>325,703.14</u>