



MIDDLE SMITHFIELD TOWNSHIP  
BOARD OF SUPERVISORS MINUTES  
DECEMBER 3, 2020

The regular meeting of the Middle Smithfield Township Board of Supervisors was held on Thursday, December 3, 2020 at 7pm at the Schoonover Municipal Building.

The State and Township continue to operate under emergency procedures due to the COVID-19 pandemic. The Board of Supervisors are holding in person meetings, as well as providing an opportunity for public participation through video and audio advanced communication technology (“ACT”), using the ZOOM internet application, and telephone option.

Board of Supervisors present: Annette Atkinson, Mike Dwyer and Mark Oney. Also present were Township Secretary Michele Clewell and, via Zoom, Township Solicitor Michael Gaul, Esq., and Township Engineer Christopher McDermott, P.E. No one from the public was in attendance.

The meeting was called to order with the 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 November 12, 2020 minutes. Mike Dwyer seconded the motion. Motion passed 3-0.

**Report of Executive Session(s)**

Attorney Gaul stated that the Board of Supervisors held an executive session prior to the meeting to go over pending legal matters with the Township Solicitor.

**Announcements**

The Township is accepting bids for sale of the golf course and lands owned by the Township, with bids being due on December 17, 2020, which is the date they will be opened by the Board of Supervisors at a special Board meeting.

The Business Directory will be mailed to every resident detailing all the MST local businesses. In order to promote Shop Local, the EDC developed “The twelve days of Christmas” for shoppers to be entered into a chance drawing for a gift card to one of their favorite businesses in the Township.

St. Nicholas Day will be held next week, whereby any child (age 12 and under) who visits the Township office will receive a Christmas bag of candy.

The Cultural Center will be issued a temporary phased certificate of occupancy in order for the library to open on December 7, 2020. At this time the hours of the library will be M-W 9am-5pm, Thurs 10am-7pm and Fri 9am-5pm. Protocols are still in place due to COVID-19, and if you wish to visit the library to browse the book selection or use the computers, you must make an appointment.

### **Correspondence**

None

### **Treasurer's Report**

Proposed 2021 Budget; Mike Dwyer stated that there is no increase in municipal taxes or fees for 2021. Due to COVID-19 real estate taxes are down 13%; however, real estate transfer tax is up 17% and the Earned Income Tax is at budget

The Township has managed well through 2020 as we are 12.5%-13% below budget with a month left in the year.

In general, the golf course has been budgeted for in 2021, income was 15% greater than anticipated.

A big Thank You to the Supervisors and staff for 2020!

Mike Dwyer made a motion to approve the proposed 2021 budget, and to post and advertise notice of its availability for review. Annette Atkinson seconded the motion. Motion passed 3-0.

### Payables

Mike Dwyer made a motion to approve the general fund payables in the amount of \$219,765.23. Mark Oney seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the sewer fund payables in the amount of \$106,802.83. Annette Atkinson seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the golf course payables in the amount of \$19,163.24. Mark Oney seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the cable franchise payables in the amount of \$65,368.21. Annette Atkinson seconded the motion. Motion passed 3-0.

### **Solicitors Report**

None

### **Engineers Report**

Chris McDermott stated that after he and Mike Dwyer met at Senator Scavello's office with a representative from PennDOT, he was notified that PennDOT was amenable to allowing Tractor Supply to utilize PennDOT's Right-of-Way to place Tractor Supply's auxiliary driveway on Sellersville Road.

Chris McDermott stated that the bid specifications for the Marshalls Creek Fire Company building renovation is complete and Attorney Gaul is reviewing the language. He stated that the bidders will be required to submit their bids through Penn Bid vs. paper copies.

Mike Dwyer made a motion authorizing advertising for the Marshalls Creek Fire Company Building Renovation Bid to be accepted on Thursday, January 28, 2021.

### **Old Business**

None

### **New Business**

Tom Comitta & Associates Professional Services for the Middle Smithfield Township Comprehensive Plan; Mark Oney made a motion to accept the proposal received from Tom Comitta & Associates in the amount of \$39,000.00 to update the 2007 Comprehensive Plan. Annette Atkinson seconded the motion. Motion passed 3-0.

Establish the Middle Smithfield Township Steering Committee; Mark Oney made a motion to establish the MST Steering Committee for the purpose of updating the Township's comprehensive plan. Annette Atkinson seconded the motion. Motion passed 3-0.

Appoint Members to the Middle Smithfield Township Comprehensive Plan Steering Committee: Mike Dwyer made a motion to appoint Bob Early, Mark Oney, Nick Theofilos, Pat Francis and Javon Hilaire to the Steering Committee. Annette Atkinson seconded the motion. Motion passed 3-0.

Resolution 12-2020-1 and Resolution 12-2020-2; Fenical Joinder Deed(s); Mark Oney made a motion to approve Resolutions 12-2020-1 and 12-2020-2. Annette Atkinson seconded the motion. Mike Dwyer questioned joining the properties from four to two, as the maps are incomplete. Mark Oney made a motion to rescind the motion. Annette Atkinson seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to table action on the Fenical Joinder Deed resolutions until Attorney Gaul can further review. Mark Oney seconded the motion. Motion passed 3-0.

### **Public Comment**

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None

**Adjournment**

Annette Atkinson made a motion to adjourn the meeting at 7:51pm. Mike Dwyer seconded the motion. Motion passed 3-0.

Respectfully submitted,

Michele L. Clewell  
Township Secretary  
December 3, 2020

General

Num	Name	Memo	Credit
19004	All Your Home Solutions	down payment 114 Bear Rd property cleanup	1,750.00
1118202	Verizon	4503950410001	380.33
74633649	Met Ed	100126688959 Dancing Ridge	27.49
19005	HUB International	inv 2066031 Public Officials Liability	31,348.00
491444887	Pennsylvania American Water	1024-210033478776 hydrants	143.53
19006	Sun Litho Print	postage for business directory	2,000.00
19007	Middle Smithfield Township 2019 GOB	2019 GOB installment	16,370.76
19008	Alura Business Solutions LLC	invs 36850,787,919 computer maint & repairs	1,506.00
19009	Amazon	a/c 6045787810579207	641.87
19010	American United Life Insurance Company	G00612999 Dec	2,165.51
19011	C & L Construction, Inc	inv 184 concrete island for mailboxes CCP	14,400.00
19012	cash.	holiday recognition gift cards	1,239.60
19013	Claude S. Cyphers, Inc	invs 701543,701708 parts	221.05
19014	Cleveland Brothers	invs serv7414897,898 generator repairs	1,984.00
19015	CNH Capital	5043-9355-0140-9770	395.50
19016	Corporate Protective Services	inv 743 armed guard	273.64
19017	Cory J. Lyon	reimburse for boots	150.00
19018	Dailey Resources, LTD	invs 149785,R151047	485.23
19019	Eastern Alarm Systems	invs 015846,47,48 alarms	328.50
19020	Eureka Stone Quarry	invs 390826,391822 rd materials	12,619.89
19021	Future Signs	inv 281 truck decals	180.00
19022	Gilmore & Associates, Inc.	inv 203048 MS-4	2,840.00
19023	Gotta Go Potties, Inc	inv 101008 Ressica	145.00
19024	Guidemark, Inc	inv 32827 line painting	2,622.72
19025	H.A. Thomson	inv 355481 Dwyer treasurer bond	1,426.00
19026	Huffmans' Electric	inv 10943 install CAT wire for Library	500.00
19027	Hunter Keystone Peterbilt, LP	inv x210120624:01 parts	42.69
19028	King, Spry, Herman, Freund & Paul LLC	Legal Fees invs 15422-15432	21,984.00

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19029	Kistler O'brien Fire Protection	inv 147759 annual inspections	532.50
19030	Leroy Lewis	contracted maintenance- dog park	200.00
19031	Mayra Colon.	reimburse for mileage	18.40
19032	Midlantic Engineering	inv 20-10045 DGA project	2,151.00
19033	Miggys Five	a.c 15 supplies	876.10
19034	Newton Engineering Group	inv 26890 Library project	2,468.50
19035	Ott Consulting Inc PA Municipal Health Insurance	SEO November	5,551.05
19036	Cooperative	inv 43363-0 Dec health ins	56,485.21
19037	PAPCO	inv 3122562 diesel	2,595.30
19038	Pennsylvania American Water	1024-220008909318 Bark Park	28.71
19039	Penteledata	inv B3782883 email boxes	291.84
19040	PMRS	450275n Pension	16,410.90
19041	Pocono Record	inv 239107 public notices	39.96
19042	RICOH USA, Inc.	1309321-1021529A1	334.99
19043	Staples Advantage	invs 8060318190,434880 office supplies	211.69
19044	Tulpehocken Spring Water	inv 6517718 water	52.39
19045	UTRS, Inc	inv 45125 copies	15.30
19046	Verizon Wireless	inv 9867309651 cell phones	424.04
19047	Waste Management	inv 349921702032 dumpsters	549.91
19048	Weitzmann, Weitzmann & Huffman, LLC	inv 24038 PC 6/25-10/22	1,005.00
19049	PMRS	450275n Pension	10,905.05
19050	Pocono Record	inv 238946 public notices	446.08
			<u>219,765.23</u>

## Sewer

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>
14297	Eastern Alarm Systems, Inc.		228.00
14298	PENNSYLVANIA AMERICAN WATER	1024-210031497597	16.33
14299	VERIZON	250-395-051-0001-57 PS#6 Sellersville 450-395-051-0001-14 PS#5 Municipal &	40.95
14300	VERIZON	209	42.29
14301	VERIZON	250-395-181-0001-01 PS#9 Oak Grove	42.41
14302	VERIZON	250-395-204-0001-04 PS#10 BRD	46.31
14305	Middle Smithfield Township - 2019 GOB	2019 GOB Installment	41,163.69
14306	ALLSTATE SEPTIC SYSTEMS, LLP		463.13
14307	Blooming Glen Contractors	Final payment for PS#4 reha	7,112.28
14308	COYNE CHEMICAL	347730	3,525.00
14309	Evoqua Water Technologies		9,277.02
14310	Link Computer Corporation	INV137485	563.44
14311	Middle Smithfield Township General Fund	8/1 - 11/30	41,011.23
14312	GILMORE & ASSOCIATES, INC.	203046 Mt. Nebo Pump Station	208.81
14313	GILMORE & ASSOCIATES, INC.	203047 General Services	1,157.03
14314	WG MALDEN		740.00
14315	MET-ED	100016914275 PS#5 Municipal & 209	290.31

14316	MET-ED	100134596392 PS#11 Mt. Nebo	85.75
14317	MET-ED	100016867432 PS#8 LOTP	190.77
14318	MET-ED	100083606630 PS#9 Oak Grove	77.59
14319	MET-ED	100044877809 WL Clubhouse Dr	30.22
14320	MET-ED	100018353951 PS#6 Sellersville	246.99
14321	VERIZON	450-733-757-0001-47 PS#4 Maple Ln	38.11
14323	VERIZON	250-733-759-0001-47 PS# 7 McCole & NP	38.11
14324	VERIZON	250-733-760-0001-28 PS#8 LOTP	41.26
14325	VERIZON	450-733-760-0001-83 PS#2 Fairway Villas	38.11
14326	VERIZON	450-733-769-0001-92 WL MTN Pass	35.34
14327	VERIZON	350-733-772-0001-56 Main STP	5.60
14328	VERIZON	450-733-758-0001-20 PS#3 McCole & 209	<u>46.75</u>
			106,802.83

**Golf**

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
23805218	Intuit Quickbooks	checks	(210.98)
61491	Maddys' Angels	Mady's Day donation 94 golfers@\$15	(1,410.00)
61490	Merchants Insurance Group	A000231670 package & umbrella	(3,398.55)
61492	Allstate Septic Systems, LLP	inv P210953 pump out maint bldg	(178.13)
61493	Bridgestone Golf Inc	inv 1002951104 balls	(131.28)
61494	Cintas Corporation	inv 4068361980 cleaning	(140.10)
61495	Eastern Alarm Systems, Inc.	invs 015807, 08, 09 alarms	(267.00)
61496	Fisher & Son Co., Inc.	inv 216898-in greens supplies	(2,941.62)
61497	Golf Car Specialties, LLC	invs si 154525, 542 parts	(275.58)
61498	Kevin Dixon	reimbursement for expenes	(665.09)
61499	Lawson Products	inv 9308014586 parts	(131.38)
61500	NAPA Auto Parts	inv 2717-047194 parts	(17.98)
61501	PAPCO	invs 3114313,21,20 gas	(819.03)
61502	Roy's Steiner Sales & Service, Inc	inv 10271 parts	(225.17)
61503	SynaTek	invs 239452,456 greens supplies	(4,718.80)
61504	Verizon	a/c 250732882000156	(51.31)
61505	Waste Management	inv 350035002038 clubhouse	(436.29)
61506	William Liming	inv 1049 stamps & rain wedges	(126.00)
61507	Waste Management	inv 350035102036 maint bldg	(314.24)
61508	Allstar Pro Golf	inv inv19576 tees	(214.80)
61509	Blue Ridge Communications	a/c 0109950-03 internet	(49.95)
61510	HWA Group, Inc	inv 6428 hot water pressure washer repairs	(1,208.94)
61511	MST 2012 G.O.B.	monthly installment for 2012 GOB	(863.02)
61512	Super Heat, Inc	inv 101691 heating repairs	<u>(368.00)</u>
			(19,163.24)

**Cable Franchise**

<b>Num</b>	<b>Name</b>	<b>Memo</b>	<b>Credit</b>
1238	Bushkill Emergency Corps	3rd qtr cable franchise fee	2,000.00
1239	Bushkill Fire Co.	3rd qtr cable franchise fee	7,529.34
1240	Marshalls Creek Fire Co	3rd qtr cable franchise fee	31,231.55
1241	Shawnee Fire Co	3rd qtr cable franchise fee	7,529.34
1242	Suburban E.M.S.	3rd qtr cable franchise fee	2,000.00
1243	Bushkill Emergency Corps	2020 Additional Contribution	450.00
1244	Bushkill Fire Co.	2020 Additional Contribution	2,400.00
1245	Marshalls Creek Fire Co	2020 Additional Contribution	9,750.00
1246	Shawnee Fire Co	2020 Additional Contribution	2,400.00
wt	Intuit, Inc.	checks	<u>77.98</u>
			65,368.21