



MIDDLE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS
SEPTEMBER 23, 2021 MINUTES

The regular meeting of the Middle Smithfield Township Board of Supervisors was held on Thursday, September 23, 2021 at 7:00 p.m. at the Schoonover Municipal Building.

The meeting was held in-person, with the opportunity for public participation through video and audio advanced communication technology ("ACT"), using the ZOOM internet application, including telephone option.

Board of Supervisors present: Annette Atkinson, Mark Oney and Mike Dwyer. Also present were Township Solicitor Michael Gaul, Esq., and Township Secretary Michele Clewell,

Residents and Public in-person: Ed Regina, Debbie Kulick and Steve Brownings.

No one participated through "ACT".

The meeting was called to order at 7:05 p.m. by Chairman Annette Atkinson and it was opened with the Pledge of Allegiance.

Approval of Agenda, and any Amendments

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 September 9, 2021 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 Solicitor.

Announcement

The Marshalls Creek Fire Company golf outing is scheduled for Saturday, September 25, 2021 at CCP Golf Course.

1,000 Feet of Street is being held on Saturday, September 25, 2021 beginning at 8am.

Mike Dwyer thanked all the volunteers that came out for the Township's first Touch and Truck event held on Saturday, September 18, 2021.

The Township has placed several employment ads with the local paper as well as online sites, for a full-time zoning clerk and receptionist.

Correspondence

A thank you letter was received from the Marshalls Creek Fire Company thanking the Board of Supervisors and Michele Clewell for their assistance with the LSA Grant application for their building renovations.

Treasurer's Report

Mike Dwyer stated that the Oak Grove Multi-Municipal Compost Processing Board ("OGMMCPB") was awarded \$350,000 from PA DEP to go towards the payment of the grinder and the Monroe County Conservation District awarded "OGMMCPB" a \$26,000 grant to do drainage work on Knob Hill Road and Paper Lane.

Payables Mike Dwyer made a motion to approve the general fund payables in the amount of \$185,113.22. Mark Oney seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the sewer fund payables in the amount of \$96,046.71. Annette Atkinson seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the golf course payables in the amount of \$19,962.03. Mark Oney seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the liquid fuels payables in the amount of \$2,169.51. Annette Atkinson seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the 2012 GOB in the amount of \$780.00. Mark Oney seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the 2019-2020 GOB in the amount of \$492,293.75. Annette Atkinson seconded the motion. Motion passed 3-0.

Solicitors Report

None

Engineers Report

Tractor Supply Land Development Plan; a letter was received from Joshua M. Seewald, PE, of Dynamic Engineering Consultants, PC requesting the submittal of the Plan be tabled until the Board of Supervisors meeting on October 14, 2021. Mark Oney made a motion to table the Tractor Supply Land Development Plan until the Supervisors October 14, 2021 meeting. Annette Atkinson seconded the motion. Motion passed 3-0.

Old Business

Accept the Zelenkofske Axelrod LLC, CPA Engagement Letter for Professional CPA Services for the "ARP" (American Rescue Plan) Funds; Mike Dwyer made a motion to

accept the Zelenkofske Axelrod LLC, CPA engagement letter for professional CPA Services to assist with the ARP funding. Mark Oney seconded the motion. Motion passed 3-0.

Approve the Articles of Incorporation for the Middle Smithfield Township Community & Cultural Center Foundation and file them with the Pennsylvania Department of State); Annette Atkinson made a motion to table the Articles of Incorporation for the Township's Community & Cultural Foundation. Mark Oney seconded the motion. Motion passed 3-0.

New Business

Resolution 2021-09-1; Resolution Authorizing Disposition of Certain Records; Attorney Gaul stated that further review of the requested document destruction of records is necessary, therefore the Board of Supervisors should delete the 2007 comprehensive plan, draft zoning ordinance and notes and the unsigned plans from the list on the Resolution. Annette Atkinson made a motion to approved Resolution 2021-09-1 with the exception of the documents stated by the Township Solicitor. Mike Dwyer seconded the motion. Motion passed 3-0.

Resolution 2021-09-2; Resolution Authorizing the Submission of a Pennsylvania Local Share Account Monroe County Grant Request, Designating a Township Official to Execute all Documents and Agreements in Connection with the Requested Grant and Assist in Obtaining the Requested Grant, and Providing for Other Miscellaneous Matters; Annette Atkinson made a motion to approve Resolution 2021-09-2, which authorizes the submission of a Pennsylvania Local Share Account Monroe County grant application and designating a township official to execute all documents and agreement. Mark Oney seconded the motion. Motion passed 3-0.

Schedule a Public Hearing and Authorize Advertising to Present the Comprehensive Plan Update Report, Dated July 19, 2021 and to Receive Public Comments and Answer Questions; Mark Oney made a motion to schedule the public hearing and authorize advertising for the Comprehensive Plan Update for October 28, 2021 at 7pm. Annette Atkinson seconded the motion. Debbie Kulick asked for a copy of the update in redline of the changes, to see what was changed. She was told a clean copy is available. The Township does not provide redline as that is a work product. Motion passed 3-0.

Accept and Approve the Riley and Company, Inc. Certified Public Accountant (3) Year Agreement to Perform the Townships Financial Audit for Years Ending 2021, 2022 and 2023. Mike Dwyer made a motion to accept and approve the Riley and Company, Inc. CPA three-year agreement to perform the Township Financial Audits for the years ending 2021, 2022, and 2023 subject to appointment of Riley and Company, Inc. as the independent auditor annually in accordance with the Pennsylvania 2nd class Township Code. Annette Atkinson seconded the motion. Motion passed 3-0.

Newly Hired Personnel; Annette Atkinson made a motion to ratify the hiring of Cory Peet for golf course maintenance. Mark Oney seconded the motion. Motion passed 3-0. Annette Atkinson made a motion to hire Holly Freese in the admin/project's office. Mark Oney seconded the motion. Motion passed 3-0.

Public Comment

None

Adjournment

Annette Atkinson made a motion to adjourn the meeting at 7:31p.m. Mike Dwyer seconded the motion. Motion passed 3-0.

Respectfully submitted,

Michele L. Clewell, Township Secretary
September 23, 2021

General fund

Date	Num	Name	Memo	Amt.
09/10/2021	81950215	Met Ed	100069220836 River Rd Light (8/5-9/6)	21.00
09/10/2021	81950091	Met Ed	100073577916 Sellersville Light (8/6-9/3)	35.99
09/10/2021	19974	Steve Pendola.	Reimbursement for Boots	150.00
09/14/2021	82041408	Met Ed	100136420260 Library-Cultural Center (8/5-9/6)	1,476.00
09/14/2021	82041476	Met Ed	100138495898 Echo Lake (8/5-9/6)	21.27
09/14/2021	82041323	Met Ed	100124280825 Oak Grove light (8/10-9/9)	32.48
09/14/2021	82041251	Met Ed	100114051681 Bark Park (8/5-9/6)	20.91
09/14/2021	82040613	Met Ed	100036091245 bldg b (8/9-9/8)	372.23
09/14/2021	82040539	Met Ed	100016951467 bldg A (8/9-9/8)	518.89
09/14/2021	82040484	Met Ed	100016915751 Municipal light (8/9-9/8) Inv. OE-1177932 Roof Supplies for PW Small Storage Bldg.	26.77
09/15/2021	19975	A.B. Martin Roofing Supply Middle Smithfield Township		1,833.43
09/15/2021	19977	2019 GOB	2019 GOB installment - May 2021 Replacement Chk	12,545.31
09/17/2021	19978	RSVP of Monroe County	2021 Full Page Ad - Luncheon Journal	80.00
09/20/2021	82177687	Met Ed Middle Smithfield Township	100126688959 Dancing Ridge (8/18-9/16)	25.14
09/23/2021	19979	2019 GOB	2019 GOB installment	12,545.31
09/23/2021	82254803	Met Ed	100141712313 Pondsides Drive (6/25-9/7)	66.43
09/23/2021	19980	Ace Trucking & Repairs, Inc	Inv. 20207, 20473, 20485	180.00
09/23/2021	19981	Alura Business Solutions LLC	Inv. 38652, 38701	1,467.00
09/23/2021	19982	Amazon	6045787810579207 Supplies & Equipment	1,178.82
09/23/2021	19983	Blue Ridge Cable	Inv. 0377113-01 (9/13-10/12)	62.56
09/23/2021	19984	Bradco Supply Co	Inv. 220721 Street Sign	47.50
09/23/2021	19985	Bushkill Fire Relief Assn	2021 Foreign Fire Relief Distribution	12,978.64
09/23/2021	19986	Carol Bagley.	Security Refund - Pavilion Rental 9/11 - Recessa Park	50.00
09/23/2021	19987	cash.	Petty Cash Replenishment (6/25-9/20)	72.40

09/23/2021	19988	Chauly Younger	Contracted Maintenance - Community Gardens	200.00
09/23/2021	19989	Claude S. Cyphers, Inc	Inv. 711850 Parts	84.15
09/23/2021	19990	Corporate Protective Services	Inv. 864 Armed Guard 9/9 Inv. 2109-790512, 790697, 794538, 794853, 795094, 795777, 796139	75.00 497.64
09/23/2021	19991	Cramer's Home Center		17.66
09/23/2021	19992	Dennis Stevens.	Volunteer Tax Credit	17.66
09/23/2021	19993	Dunkelbergers Sports Outfitter	Chk 13600 dated 1/28/2016 Replacement	579.94
09/23/2021	19994	E.M. Kutz	Inv. 33925, 33948	917.13
09/23/2021	19995	Hendershot Door Systems, Inc.	Inv. 56286 Parts & Service	800.80
09/23/2021	19996	Highway Equipment & Supply Co.	Inv. D81361, D81438, D81588	923.22
09/23/2021	19997	King, Spry, Herman, Freund & Paul LLC	Invoices Billed Through 8/31/2021	17,830.09
09/23/2021	19998	Lawson Products, Inc.	Inv. 9308777981 Parts	287.57
09/23/2021	19999	Leroy Lewis	Contracted Maintenance- Bark Park	200.00
09/23/2021	20000	Marshalls Creek Fire Co	Golf Sponsor 2021	200.00
09/23/2021	20001	Marshalls Creek Quarry	Inv. 001-B-101M-0001031 Surge	946.32
09/23/2021	20002	Marshalls Creek Relief An	2021 Foreign Fire Relief Distribution	57,258.70
09/23/2021	20003	Miggys Five	Inv. 9/21	31.97
09/23/2021	20004	Newman, Williams, Mishkin, Corveleyn	Inv. 118538 - Rollins ZHB Appeal, HSC Marshalls Creek & ZHB	927.50
09/23/2021	20005	Ott Consulting Inc	Invoices Dated 8/20/2021	2,574.95
09/23/2021	20006	Pennsylvania American Water	1024-220008909318 (8/6-9/3) Bark Park	23.26
09/23/2021	20007	Penteledata	Inv. B3921137 (9/10-10/10)	465.09
09/23/2021	20008	PMRS	45-027-5N Pension September	10,519.18
09/23/2021	20009	Pocono Record	Inv. 257860 - Historical Comm & Help Wanted Ads Inv. 519417 Right RR Sink, Sample Pickup & DRR Location	286.90 90.00
09/23/2021	20010	Prosser Laboratories		90.00
09/23/2021	20011	Quadient Finance USA, Inc	7900044460257144 - Postage	2,000.00
09/23/2021	20012	Reilly Associates.	Inv. 19002.07-4 Highland Oaks Subdivision	3,202.82
09/23/2021	20013	RICOH USA, Inc.	1309321-1021529A1	319.45
09/23/2021	20014	SFM Consulting LLC	Inv. BC0009, U&O's-09, Z-009	30,941.68
09/23/2021	20015	Shawnee Fire Co	Golf Sponsor 2021	200.00
09/23/2021	20016	Shawnee Fire Relief Assn	2021 Foreign Fire Relief Distribution	6,107.59
09/23/2021	20017	Stacey Koeck	Deposit Refund for Volunteer Fair	50.00
09/23/2021	20018	Triad Truck Equipment, Inc	QN 111313 Air Regulator & Luberator	228.00
09/23/2021	20019	Tulpehocken Spring Water	Inv. 1387601 Water Inv. 450-395-041-0001-25, 556-475-982-0001-45, 356- 478-200-001-39	20.89 497.64
09/23/2021	20020	Verizon		497.64

TOTAL: 185,113.22

Sewer fund

Date	Num	Name	Memo	Credit
09/15/2021	14721	Middle Smithfield Township - 2019 GOB		31,895.31
09/22/2021	14722	Middle Smithfield Township - 2020 GOB	2020 gob	8,441.67
09/22/2021	255390	VERIZON	4507337570001 - PS#4 Maple Ln	39.33
09/22/2021	2555413	VERIZON	4507337580001 - PS#3 McCole & 209	39.00
09/22/2021	2555403	VERIZON	2507337590001 - PS#7 McCole & NP	39.81

{00924439}

09/22/2021	2555365	VERIZON	2503950510001 - PS# 6 Sellersville	41.92
09/22/2021	2555427	VERIZON	4503950510001 - PS# 5 Municipal & 209	41.84
09/22/2021	2555405	VERIZON	2507337600001 - PS#8 LOTP	39.00
09/22/2021	2555429	VERIZON	4507337600001 - PS#2 Fairway Villas	39.16
09/22/2021	2555367	VERIZON	4507337690001 - WL Mtn Pass	35.64
09/22/2021	2555368	VERIZON	3507337720001 - Main STP	81.24
09/22/2021	2555430	VERIZON	2503951810001 - PS#9 Oak Grove	43.47
09/22/2021	2555409	VERIZON	2503952040001 - PS#10 BRD	41.84
09/22/2021	14723	COYNE CHEMICAL	367167	3,525.00
09/22/2021	14724	PROSSER LABORATORIES, INC.		8,136.40
09/22/2021	14725	MET-ED	100044863148 - WL Island View	26.02
09/22/2021	14726	MET-ED	100016914275 PS#5 Municipal & 209	288.15
09/22/2021	14727	MET-ED	100018446334 PS#3 McCole & 209	48.13
09/22/2021	14728	MET-ED	100018440378 PS#4 Maple Ln	333.58
09/22/2021	14729	MET-ED	100134596392 Mt Nebo	85.97
09/22/2021	14730	MET-ED	100016867432 PS#8 LOTP	196.53
09/22/2021	14731	MET-ED	100018442556 PS#7 NcCole & NP	192.04
09/22/2021	14732	MET-ED	100081035618 Lift Station	21.56
09/22/2021	14733	MET-ED	100083606630 PS#9 Oak Grove	22.39
09/22/2021	14734	MET-ED	100018448652 Main STP	4,199.32
09/22/2021	14735	MET-ED	100089058661 Rt 209	20.82
09/22/2021	14736	MET-ED	100016629691 Sleepy Hollow	169.48
09/22/2021	14737	MET-ED	100076523768 WL Mtn Pass	531.75
09/22/2021	14738	MET-ED	100080913799 Off Sleepy Hollow	134.98
09/22/2021	14739	MET-ED	100044877809 WL Clubhouse Dr	38.55
09/22/2021	14740	MET-ED	100080916826 PS#2 Fairway Villas	37.97
09/22/2021	14741	MET-ED	100080920901 Tree Tops	30.00
09/22/2021	14742	MET-ED	100018353951 PS#6 Sellersville	364.44
09/22/2021	14743	PENNSYLVANIA AMERICAN WATER	1024-210033589546	125.42
09/22/2021	14744	PENNSYLVANIA AMERICAN WATER	1024-210031497597	16.83
09/22/2021	14745	PROTHONOTARY	Lien1	752.50
09/22/2021	14746	PROTHONOTARY	Lien 2	752.50
09/22/2021	14747	PROTHONOTARY	Lien 3	752.50
09/22/2021	14748	PROTHONOTARY	Lien 4	752.50
09/22/2021	14749	PROTHONOTARY	Lien 5	376.25
09/22/2021	14756	PROTHONOTARY	Multiple Liens	140.00
09/23/2021	14757	PROSSER LABORATORIES, INC.	August - Fernwood	25,279.90
09/23/2021	14758	PROSSER LABORATORIES, INC.	August - Winona	7,876.00
				<u>96,046.71</u>

Golf fund

Date	Num	Name	Memo
09/14/2021	82041081	Met-Ed	100104048101 pump house doral crt (8/10-9/9)
09/14/2021	82041018	Met-Ed	100085171773 guard shack (8/9-9/8)

{00924439}

09/14/2021	82040940	Met-Ed	100081784231 Big Ridge Drive (8/9-9/8)
09/14/2021	82040834	Met-Ed	100081748863 Golf Maint Bldg (8/6-9/7)
09/14/2021	82040760	Met-Ed	100081748855 pump house tomx rd (8/10-9/9)
09/14/2021	82040691	Met-Ed	100081748848 clubhouse (8/10-9/9)
09/16/2021	61786	Banko Beverage	Beer
09/23/2021	61787	Allstar Pro Golf	Inv. INV23743 Divot Tools. Premium Hat clips
09/23/2021	61788	Banko Beverage	Beer
09/23/2021	61789	Charon Kitt.	Deposit Return for 9/10 WP Rental
09/23/2021	61790	Cintas Corporation	Inv. 4091947078 - Cleaning - August
09/23/2021	61791	Cramer's Welding & Repairs	Inv. 443608 Weld Crack
09/23/2021	61792	Fisher & Son Co., Inc.	Inv. 227116-IN Greens Supplies
09/23/2021	61793	Golf Car Specialties, LLC	Inv. SI166113, SI16615
09/23/2021	61794	Grainger, Inc.	Inv. WEB 1897840276 T. Paper, Garbage Bags & Paper Towels
09/23/2021	61796	Lewis Ace Hardware	Inv. 2223/1 Supplies
09/23/2021	61797	LT Verrastro Beverage	Beer
09/23/2021	61798	Miggy's Corp 5	Inv. 9/14, 9/21, 9/22, 9/28
09/23/2021	61799	Morgan, Hallgren, Crosswell & Kane, P.C.	Inv. 59718 JC - Golf Course Sale
09/23/2021	61800	NAPA Auto Parts	Inv. 2717-101806 Kit
09/23/2021	61801	R&R Products	Inv. CD2595501 Parts
09/23/2021	61802	Robert Miree.	Whispering Pines Deposit Return for 9/18 Rental
09/23/2021	61803	Turf Equipment & Supply Co.	Inv. 1177943-00 Muffler Tailpipe 250-732-881-0001-73, 250-732-879-0001-10, 250-732-882- 0001-56
09/23/2021	61804	Verizon	
09/23/2021	61805	Herr Foods Inc	Inv. 8163632, 8163780

TOTAL: \$10,962.03

Liquid fuels

Date	Num	Name	Memo	Amount
09/23/2021	10096	Midlantic Marking, Inc.	Inv. 14964 Line Striping	2,169.51
TOTAL:				2,169.51

2012 GOB

Date	Num	Name	Memo	Amount
9/23/2021	1027	Wilmington Trust Company	a/c 1035185 GOB 2012 Admin Fee	780.00
TOTAL:				780.00

2019-2020 GOB

Date	Num	Name	Memo	Amt.
09/23/2021	1012	Wilmington Trust Company	136193-000 2019 GOB Payment	414,143.75
09/23/2021	10001	Wilmington Trust Company	143461-000 2020 GOB Payment	78,150.00

TOTAL: 492,293.75