

MIDDLE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS  
JANUARY 3, 2023 7:00 P.M. - MEETING AGENDA

*Cell Phones should be turned off when entering the meeting room*

**Pledge of Allegiance**

**Approval of Agenda, and any Amendments**

**Organization**

1. Chairman
2. Vice Chairman
3. Administrative Director
4. Assistant Administrative Director
5. Golf Operations
6. Operations Director
7. Assistant Operations Director
8. Planning & Zoning Director
9. Public Works Director
10. Treasurer
11. Assistant Treasurer
12. Township Secretary
13. Asst. Township Secretary
14. Budget & Finance Manager
15. Human Resources Director
16. Safety Committee Chairman
17. Open Records Officer
18. Alternate Open Records Officer
19. Recycling Coordinator
20. Tax Collector Committee Delegate
21. Tax Collector Committee Delegate Alternate(s)
22. Township Solicitor
23. Alternate Township Solicitor
24. Employment Law Solicitor
25. Planning Commission Solicitor
26. Alternate Planning Commission Solicitor
27. Zoning Hearing Board Solicitor
28. Alternate Zoning Hearing Board Solicitor
29. UCC Board of Appeals Solicitor
30. Township Engineer
31. Alternate & Special Projects Township Engineer
32. Sewer Department Engineer
33. MS-4 Engineer

34. Sewage Enforcement Officer
35. Alternate Sewage Enforcement Officer
36. Zoning Officer
37. Alternate Zoning Officer
38. Building Inspector (s) & BCO
39. Code Enforcement Officer
40. Assistant Code Enforcement Officer
41. Flood Plain Administrator
42. Appeals Board for Building Codes
43. Chairman of Vacancy Board
44. Compost Processing Board
45. Economic Development Committee
46. Economic Development Committee Chairman
47. Emergency Management Director
48. Emergency Management Deputies
49. Golf Course Executive Advisory Board
50. Golf Course Executive Advisory Board Chairman
51. Historical Commission
52. Historical Commission Chairman
53. Parks & Recreation Board Member(s)
54. Parks & Recreation Chairman
55. Parks & Recreation Director
56. Planning Commission
57. Planning Commission Alternate
58. Representative to COG
59. Safety Committee
60. Voting Delegate at PSATS Convention
61. Zoning Hearing Board
62. Set Treasurer's Bond
63. Assistant Treasurer's Bond
64. Set Budget & Finance Manager's Bond
65. Blanket Employee Dishonesty Bond
66. Depository of the General Fund Savings Account
67. Depository of the General Fund and Payroll Account
68. Depository of the Sewer Fund
69. Depository of the Golf Course Fund
70. Depository for the State Fund
71. Bills that impact normal operation, are subject to discounts or penalties are payable when due with approval confirmation at the following meeting.
72. Board of Supervisors 2023 regular meetings
73. Board of Supervisors 2023 work sessions
74. Set mileage rate at IRS guideline for use of personal vehicle on township business
75. Salary, Benefits and Personnel Package

76. Employee Safety Manual

**Other Business**

**1. Approval Minutes**

**2. Public Comment on Non Agenda Items**

**3. Coorespondence**

- a. Brodhead Watershed Association
- b. RSVP; Retired and Senior Volunteer Program of Monroe County

**4. Report of Executive Sessions**

**5. Treasurer’s Report**

- a. Resolution 01-2023-1; Adopting the 2023 Budget and Fixing the Tax Rate for the Year 2023
- a. Payables

**6. Solicitors Report**

**7. Engineers Report**

**8. Old Business**

- a. Bushkill Emergency Corps Building Lease

**9. New Business**

- a. Resolution 01-2023-2; a Resolution Approving the Amended and Restated Bylaws for the Middle Smithfield Township Workers Compensation Safety Committee
- b. Authorize the Secretary to Advertise the 2023 Township Public Meetings
- c. **Request to Release the Fire Escrow for 8 Sleepy Hollow Road (PIN 09733304743463)**

**10. Public Comment**

**11. Adjournment**

*Board of Supervisors Meetings Will Be Held At 7:00 P.M. Unless Otherwise Indicated*

January 3, 5 & 19	February 9 & 23	March 9 & 23
April 13 & 27	May 11 & 25	June 8 & 22
July 13 & 27	August 10 & 24	September 14 & 28
October 12 & 26	November 16	December 5 & 28

AMENDED AGENDA