



**MIDDLE SMITHFIELD TOWNSHIP
BOARD OF SUPERVISORS MINUTES
JANUARY 3, 2023**

The annual organization meeting, and regular meeting, of the Middle Smithfield Township Board of Supervisors was held on Monday, January 3, 2023 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 and telephone option. All attendees through “ACT” could hear the other attendees at the meeting and be heard by the other attendee.

Board of Supervisors present: Annette Atkinson, Mark Oney and Mike Dwyer. Also, in attendance, Township Secretary Michele L. Clewell.

Public in attendance; Chairman of the Vacancy Board Richard Alan Key and one participant through Zoom.

Pledge of Allegiance

Approval of Agenda, and any Amendments

Annette Atkinson made a motion to approve the posted agenda with an amendment to add under New Business a new agenda item “c” concerning the request to release the fire escrow monies held for 8 Sleepy Hollow Road. Mark Oney seconded the motion. Motion passed 3-0.

2023 Organization

The Board of Supervisors wanted it on record that although appointed, employees are at will and vendors are also serving at the pleasure of the Board.

The Board of Supervisors elected or appointed, as the case may be, the following individuals to the offices or positions noted, in accordance with the voting reported:

Chairman of the Board of Supervisors – Annette Atkinson upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Vice-Chairman of the Board of Supervisors – Mark Oney upon a motion of Annette Atkinson, seconded by Mike Dwyer. Motion passed 3-0.

Administrative Director – Annette Atkinson upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Assistant Administrative Director – Michele Clewell upon a motion of Annette Atkinson, seconded by Mike Dwyer. Motion passed 3-0.

Golf Operations Director – Mark Oney upon a motion of Mike Dwyer, seconded by Annette Atkinson. Motion passed 3-0.

Operations Director – Annette Atkinson upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Assistant Operations Director – Mark Oney upon a motion of Annette Atkinson, seconded by Mike Dwyer. Motion passed 3-0.

Township Treasurer – Mike Dwyer upon a motion of Annette Atkinson, seconded by Mark Oney. Motion passed 3-0.

Planning & Zoning Director – Mark Oney upon a motion of Mike Dwyer, seconded by Annette Atkinson. Motion passed 3-0.

Public Works Director – Mike Dwyer upon a motion of Annette Atkinson, seconded by Mark Oney. Motion passed 3-0.

Treasurer – Mike Dwyer upon a motion of Annette Atkinson, seconded by Mark Oney. Motion passed 3-0.

Assistant Township Treasurer– Annette Atkinson upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Township Secretary – Michele Clewell upon a motion of Annette Atkinson, seconded by Mike Dwyer. Motion passed 3-0.

Assistant Township Secretary – Holly Dennis upon a motion of Annette Atkinson, seconded by Mark Oney. Motion passed 3-0.

Budget & Finance Manager – Bonnie Winters upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

Human Resources Director – Michele Clewell upon a motion of Annette Atkinson, seconded by Mike Dwyer. Motion passed 3-0.

Safety Committee Chairman – Mark Oney upon a motion of Mike Dwyer, seconded by Annette Atkinson. Motion passed 3-0.

Open Records Officer – Christopher Rain upon a motion of Mike Dwyer, seconded by Annette Atkinson. Motion passed 3-0.

Open Records Officer Alternate – Joan Woisin upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

Recycling Coordinator – Cory Lyon upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

Tax Collector Committee Delegate – Bonnie Winters upon a motion of Mike Dwyer, seconded by Annette Atkinson. Motion passed 3-0.

Tax Collector Committee Delegate Alternate – Michele Clewell, upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

Township Solicitor – The Firm of Grim, Biehn & Thatcher with Patrick Armstrong, Esquire being the representative upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 3-0.

Township Solicitor Alternate – The Firm of Weitzmann, Weitzmann & Huffman, LLC with Deborah Huffman, Esquire being the representative upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Employment Law Solicitor – The Firm of Jackson Lewis P.C. with Keely J. Collins, Esquire being the representative upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Planning Commission Solicitor – The Firm of Weitzmann, Weitzmann & Huffman, LLC, with Deborah Huffman, Esquire being the representative upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 3-0.

Planning Commission Solicitor Alternate – The Firm of Grim, Biehn & Thatcher with Patrick Armstrong, Esquire being the representative upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Zoning Hearing Board Solicitor – The Firm of Newman, Williams P.C. with Bob Kidwell, Esquire being the representative upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Zoning Hearing Board Solicitor Alternate – the Firm of Fitzpatrick, Lentz and Bubba upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

UCC Board of Appeals Solicitor – John Prevoznik, Esquire being the representative upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

Township Engineer – The Firm Gilmore & Associates with Ben Kutz, P.E. being the representative upon a motion of Mike Dwyer, seconded by Annette Atkinson. Motion passed 3-0.

Township Engineer Alternate/Special Projects – The Firm of Reilly Associates with Christopher McDermott, P.E. being the representative and D&D Engineering & General Construction with Deanna Schmoyer, P.E. being the representative upon a motion of Mike Dwyer, seconded by Annette Atkinson. Motion passed 3-0.

Sewer Department Engineer – The firm of Gilmore & Associates with Ben Kutz, P.E., being the representative upon a motion of Mike Dwyer, seconded the Annette Atkinson. Motion passed 3-0.

MS-4 Engineer – The firm of Gilmore & Associates with Mike Swartz, P.E., being the representative, upon a motion of Mike Dwyer, seconded the Mark Oney. Motion passed 3-0.

Sewage Enforcement Officer – OTT Consulting with Zachary Karasek and Nicholas Karaseki being the representatives upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

Sewage Enforcement Officer Alternate – Hanover Engineering with Jacob Schray and Scott J. Brown being the representatives upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

Zoning Officer - SFM Consulting, LLC, with Judy Acosta being the representative, upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 2-1.

Zoning Officer Alternate – SFM Consulting, LLC, with Shawn McGlynn being the representative, upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 2-1.

Building Inspector(s) & BCO – SFM consulting, LLC with Shawn McGlynn being the representative, upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 2-1.

Code Enforcement Officer –SFM Consulting, LLC, with Judy Acosta being the representative, upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 2-1.

Assistant Code Enforcement Officer – SFM Consulting, LLC with Shawn McGlynn being the representative, upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 2-1.

Flood Plain Administrator – SFM Consulting, LLC with Shawn McGlynn being the representative, upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 2-1.

Chairman of the Vacancy Board – Richard Alan Key upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

Compost Processing Board 3-year term – Mike Dwyer upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 3-0.

Economic Development Committee –Beverly Brown, Gina Bertucci and Joe Memoli each to a (2) year term upon a motion of Annette Atkinson, seconded by Mark Oney. Motion passed 3-0.

Economic Development Committee Chairman – Joe Memoli for a (1) year term upon a motion of Annette Atkinson, seconded by Mike Dwyer. Motion passed 3-0.

Emergency Management Director – Rachel Heller upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 3-0.

Emergency Management Deputy – Mark Oney upon a motion of Mike Dwyer, seconded by Annette Atkinson. Motion passed 3-0.

Emergency Management Deputy – Nick Dennis upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

Emergency Management Deputy – Constable Joseph DeBartola upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 2-1.

Golf Course Advisory Board, Annual Appointment –Mike Sweeney, Craig Wetherbee, Paul Shurie and Mike Yesunas upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 3-0.

Golf Course Advisory Board Chairman – Craig Wetherbee upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Historical Commission Chairman – Carrie Wetherbee for a (1) year term upon a motion of Annette Atkinson, seconded by Mike Dwyer. Motion passed 3-0.

Parks & Recreation Board– Christine Fellmeth for a (5) year term upon a motion of Mike Dwyer, seconded by Annette Atkinson. Motion passed 3-0.

Parks & Recreation Chairman –Jamie Smith for a (1) year term upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

Parks & Recreation Director – Mike Dwyer upon a motion of Annette Atkinson, seconded by Mark Oney. Motion passed 3-0.

Planning Commission – Nick Theofilos and Mark Oney each to a 4-year term upon a motion of Mike Dwyer, seconded by Annette Atkinson. Motion passed 3-0.

Representative to COG – Mike Dwyer with the other two Supervisors as alternates, upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 3-0.

Safety Committee – Joan Woisin, James Brechbiel and Robert Goetz, each for a 2-year term upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Voting Delegate at PSATS Convention – Mike Dwyer upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 3-0.

Zoning Hearing Board – Gary Morris to a 5-year term upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Treasurer's Bond – Mike Dwyer made a motion to set the Treasurer's Bond at \$500,000. Mark Oney seconded the motion. Motion passed 3-0.

Assistant Treasurer's Bond – Mark Dwyer made a motion to set the Assistant Treasurer's Bond at \$500,000. Annette Atkinson seconded the motion. Motion passed 3-0.

Budget & Finance Manager's Bond – Mike Dwyer made a motion to set the Budget & Finance Manager's Bond at \$1,000,000.00. Mark Oney seconded the motion. Motion passed 3-0.

Blanket Employee Dishonesty Bond – Mike Dwyer made a motion to set the Blanket Employee Dishonesty Bond at \$1, 000,000.00. Annette Atkinson seconded the motion. Motion passed 3-0.

Depository of the General Fund Savings Account – ESSA upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

Depository of the General Fund and Payroll Account – Wayne Bank with investments in PLGIT and Invest, upon a motion of Mike Dwyer, seconded by Annette Atkinson. Motion passed 3-0.

Depository of the Sewer Fund – Wayne Bank upon a motion of Mike Dwyer, seconded by Annette Atkinson. Motion passed 3-0.

Depository of the Golf Course Fund – Wayne Bank upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

Depository for the State Fund – ESSA upon a motion of Mike Dwyer, seconded by Annette Atkinson. Motion passed 3-0.

Bills that impact normal operation, and are subject to discounts or penalties are payable when due with approval confirmation at the following meeting, (Examples; payroll, taxes, electric,

telephone, postage) – Mike Dwyer made a motion to approve, Annette Atkinson seconded the motion. Motion passed 3-0.

Board of Supervisors Regular Meetings – Annette Atkinson made a motion to schedule Board of Supervisors’ meeting for the 2nd and 4th Thursday of every month in 2023, with the exception of the months of January, November and December, where the Board will meet on 1/19, 11/16 12/5 and 12/28 with all meetings being held at 7:00 p.m. Motion seconded by Mike Dwyer. Motion passed 3-0.

Board of Supervisors Work Sessions – Annette Atkinson made a motion to schedule Board of Supervisor workshop meetings every Friday at 8:00 a.m. unless otherwise indicated by the Township. Motion seconded by Mark Oney. Motion passed 3-0.

Set mileage rate at IRS guidelines for use of personal vehicle on township business – Mike Dwyer made a motion to reimburse (under the current IRS guidelines, currently at 65.5 cents (per mile) for the use of personal vehicle on township business. Mark Oney seconded the motion. Motion passed 3-0.

Wages, Benefits and Personnel Package – Annette Atkinson made a motion to adopt the employee handbook as written. Mike Dwyer seconded the motion. Motion passed 3-0.

Employee Safety Manual – Mark Oney made a motion to adopt the employee safety manual as written. Annette Atkinson seconded the motion. Motion passed 3-0.

Immediately following the 2023 Organization the Board of Supervisors stated that all vendors that serve the Township should be looked into each spring.

Approval of Minutes

Mike Dwyer made a motion to approve the December 22, 2022 minutes. Annette Atkinson seconded the motion. Motion passed 3-0.

Public Comment on Non-Agenda Items

None

Correspondence

Broadhead Watershed Association thanked the Board of Supervisors for renewing as a Conservation Partner, which helps to underwrite the science based, clean water mission of the BWA.

The Retired and Senior Volunteer Program of Monroe County thanked the Board of Supervisors for support for their 32nd Annual Volunteer Recognition Event.

Report of Executive Session

None

Treasurer's Report

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

Mike Dwyer made a motion to approve Resolution 01-2023-1. Annette Atkinson seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the general fund payables in the amount of \$264,179.05. Mark Oney seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the sewer department payables in the amount of \$46,591.79. Annette Atkinson seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the golf course payables in the amount of \$1,407.71. Mark Oney seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the cable fee payables in the amount of \$16,981.51. Mark Oney seconded the motion. Motion passed 3-0.

Solicitors Report

None

Engineers Report

None

Old Business

Bushkill Emergency Corps Building Lease – Mike Dwyer made a motion to amend the previously approved lease under Section 20 Termination. Mark Oney seconded the motion. Motion passed 3-0.

New Business

Resolution 01-2023-2; a Resolution Approving the Amended and Restated by Laws for the Middle Smithfield Township Workers Compensation Safety Committee – Mark Oney made a motion to approve Resolution 01-2022-2. Annette Atkinson seconded the motion. Motion passed 3-0.

Authorize the Secretary to Advertise the 2023 Township Public Meetings Annette Atkinson made a motion authorizing the Township Secretary to advertise the 2023 Township meetings for all boards, committees and commissions. Mike Dwyer seconded the motion. Motion passed 3-0.

Request to Releases the Fire Escrow Monies being held by Middle Smithfield Township for 8 Sleepy Hollow Road; Mark Oney made a motion to release the \$74,000.00 money being held in a fire escrow account. Annette Atkinson seconded the motion. Motion passed 3-0.

Public Comment

None

Adjournment

Mike Dwyer made a motion to adjourn the meeting at 7:26 p.m. Annette Atkinson seconded the motion. Motion passed 3-0.

Respectfully submitted,

Michele L. Clewell
Township Secretary
January 3, 2023

General fund

Num	Name	Memo	Amount
21454	Smithfield Township	Share of Fire Insurance and Regional Parks Share of Insurance, Porta Potty & Sign Purchases	23,417.45
21455	RICOH USA, Inc.	1309321-1021529A1	319.45
12/27	Wayne Bank	Stop Payment Fee Chk # 21337 Wells Fargo Financing - Ricoh Copier Lease	35.00
21456	Middle Smithfield Township 2019 GOB	2019 GOB installment	12,524.48
21457	Alura Business Solutions LLC American United Life Insurance Company	Inv. 41274 - Support, Kiosk, & Annette's Laptop	44,420.06
21458	Autozone	G00612999 1/1/2023-1/31/2023	2,717.47
21459	Blue Ridge Lumber	Invs. 6787857568, 5787862483	159.03
21460	Bradco Supply Co	Invs. 66582, 66955, 67824	1,235.20
21461	Claude S. Cyphers, Inc	Invs. 223821, 223830	131.00
21462	Commonwealth of PA USTIF Indemnification	Inv. 728654 Parts Acct. 603276-Diesel Tank PA USTIF Indemnification Insurance Fee for Diesel UST	78.80
21463	Corporate Protective Services	Inv. 1096 - Armed Guard 12/1 & 12/22	247.50
21464	Dailey Resources, LTD	Inv. 180946 Cylinder	150.00
21465	Driscoll Foods	Inv. 449176 Paper Towels	11.00
21466	E.M. Kutz	Inv. 38247 Bearing & Conveyor Chain	177.32
21467	Huffmans' Electric	Inv. 11959 Replace Timer for Flag Pole Light	927.04
21468	Hunter Keystone Peterbilt, LP	Inv. 11959 Replace Timer for Flag Pole Light	325.00
21469	Leroy Lewis	Invs. X210209726:01, X210210255:01	145.14
21470	Marshalls Creek Fire Co	Contracted Maintenance- Dog Park - December	200.00
21471	Michael J. McKeown, Inc	Contribution for Radio Replacement Funding Project	50,017.24
21472	Miggys Five	Inv. 403MST2d - Appraisal Report of Bulk Acreage	1,750.00
21473	Ott Consulting Inc	Acct. 15	95.29
21474	Plasterer Equipment Company, Inc.	Invs. December 16, 2022	3,425.30
21475	PMRS	Inv. 92488 2023 John Deere 410L Backhoe Loader	96,382.46
21476	Pocono Chamber of Commerce	45-027-5N Pension December	22,621.55
21477	Super Heat, Inc	PO #22-355 Annual Dinner Member Tickets (2)	150.00
21478	UTRS, Inc / RKR Hess Copy	Invs. 111261, 111066	1,754.63
21479	Verizon	Inv. 117479 Copies	24.75
21480	Waste Management	356-478-200-0001-39 5702238018 (12/12-1/11)	41.02
21481		Inv. - 3707689-0203-0 Dumpsters Flip Tops (1/1-1/31)	695.87

TOTAL: 264,179.05

Sewer Fund

Num	Name	Memo	Credit
15348	Middle Smithfield Township - 2019 GOB	2019 GOB Installment	31,893.65

15349	Middle Smithfield Township - 2020 GOB	2020 GOB Installment	8,323.33
15350	B. Newhart & Sons, Inc.	122022	375.00
15351	Evoqua Water Technologies	905654521	5,739.54
15352	Marshalls Creek Quarry	B101M-0003005 - Sewer Project at Leroy's	<u>260.27</u>
			46,591.79

Golf Fund

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
62320	Lawn & Golf Supply Co.	Inv. 67251 Seal Kit	200.57
62321	Miggy's Corp 5	Acct. 15, Inv. 12/18 - Orange & Cranberry Juice	6.99
62322	Orkin Pest Control	Inv. 618532 Pest Control	70.91
62323	Waste Management	Inv. - 3708503-0203-2 Maint. Bldg (1/1-1/31)	1,129.24
		TOTAL:	1,407.71

Cable Franchise

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amt.</u>
1300	Monroe County Control Center	1st QTR Emergency Dispatch Service	16,981.51
		TOTAL:	16,981.51