



**MIDDLE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS
FEBRUARY 23, 2023 MEETING MINUTES**

The regular meeting of the Middle Smithfield Township Board of Supervisors was held on Thursday, February 23, 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, including telephone option. All attendees through ACT could hear each other and those at the meeting, and they could be heard by the other attendees present at the meeting.

Board of Supervisors present; Annette Atkinson, Mark Oney and Mike Dwyer. Also, in attendance were Township Solicitor Patrick Armstrong Esq., Township Engineer Ben Kutz, P.E. and Township Secretary Michele Clewell.

Presentation presenters; Budget & Finance Manager, Bonnie Winters; Director of First Impressions, Kylie Medrano; Economic Development Manager, James Brechbiel; Projects Coordinator, Holly Dennis; Zoning Administrator, Mayra Colon; Zoning Clerk/Planning, Vicki Smith; Parks and Recreation, Christopher Rain.

Persons’ of the Year in attendance; Wayne Bolt, David Brown and Debbie Kulick

Legislatures in attendance; Monroe County Commissioner Chairperson Sharon Laverdure, State Rep. Maureen Madden Chief of Staff Jacob Pride, Judge Brian Germano, State Rep. Tarah Probst Chief of Staff Erin De Rosa State Senator Rosemary Brown Chief of Staff Mackenzie Phillips, US Congressman Matt Cartwright Chief of Staff April Niver, PhD, Mrs. Brown and one resident.

Public in attendance; ESU Foundation member Leanna DeSantis, Delaware Water Gap Borough Councilman Jamie Levy, and on the Zoom platform; MST Historical Chairperson Carrie Wetherbee, Eastern Monroe Public Library Director Sue Lyons, Stanley Brown, Economic Development Committee member Deborah Emin, Sonji Patrick, Tom Wolf, Migelina Felix, Charles Murray, LaToya Martin, Kathy Mitchell, Damary Bonilla-Rodriguez and Michael Laws.

The meeting was called to order at 7:00 p.m. by Chairwoman Annette Atkinson and was opened with the Pledge of Allegiance.

Approval of Agenda, and any Amendments

Mike Dwyer made a motion to approve the agenda as presented. Mark Oney seconded the motion. Motion passed 3-0.

Approval of the Minutes

Mike Dwyer made a motion to approve the February 9, 2023 minutes. Mark Oney seconded the motion. Motion passed 3-0.

Report of Executive Session

Attorney Armstrong stated that an executive session was held prior to the meeting to discuss real estate and legal privileged matters.

Public Comment on Non-Agenda Items

None

Announcements & Upcoming Events

None

Correspondence

None

Person of the Year Plaque and Check Presentation

The 2022 Person of the Year Wayne Bolt and finalists David Brown and Debbie Kulick were each honored for their dedication to the community that they all serve.

The Board of Supervisors presented Wayne Bolt, David Brown and Debbie Kulick with a plaque and check. Mr. Bolt thanked everyone in the community for their vote and stated that ESU Foundation Prince Hall Golf Scholarship will be the recipient. Mr. Brown thanked everyone and stated that the NCNW (National Council of Negro Women) will be the recipient of his prize money. Debbie Kulick thanked everyone and the Supervisors for the wonderful award. She stated that her check will go to the Bushkill Emergency Corps.

The Persons of the Year were each presented citations on behalf of the PA House of Representatives, PA State Senators, Monroe County Commissioners and a Congressional recognition citation.

Preview 2023; Presentation of Township Plans to the Public

Annette Atkinson stated that the staff worked very hard to put together the presentation of the annual Preview of the upcoming year. It is important for the taxpayers to see what they are getting for their municipal tax dollars.

Each staff member presented highlights of their department accomplishments and goals for 2023; including, Parks & Recreation, EDC, Budget & Finance, Public Works, Historical, Communication, Events, Zoning, Planning, Golf, Community & Cultural Center, Sewer Department, Human Resources and Legal.

For a complete presentation packet, visit www.middlesmithfield.com or contact the Township, or visit the township's YouTube channel.

Bid Opening and Possible Award

Sewer Generators Bid; Mike Dwyer stated that North End Electric was the only bidder. North End Electric bid is \$194,715.00. Mike Dwyer made a motion to accept the bid for engineering review. Mark Oney seconded the motion. Motion passed 3-0.

Treasurer's Report

Mike Dwyer made a motion to approve the general fund payables in the amount of \$80,372.18. Mark Oney seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the sewer fund payables in the amount of \$57,975.07. Annette Atkinson seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the golf course payables in the amount of \$6,600.09. Mark Oney seconded the motion. Motion passed 3-0.

Solicitors Report

None

Engineer Report

None

Old Business

None

New Business

Authorize Sending out the Bid Documents and Marketing the Sale of the Golf Course Property; Annette Atkinson made a motion to send out the bid documents and market the sale of the golf course property. Mike Dwyer seconded the motion. Motion passed 3-0.

Resolution 02-2023-3; Joinder Deed for Mikhail Novikov; Mark Oney made a motion to approve Resolution 02-2023-3. Mike Dwyer seconded the motion. Motion passed 3-0.

Resolution 02-2023-4; Establishing the Revitalize Route 209 Grant Program and Associated Documents; Annette Atkinson made motion to approve Resolution 02-2023-4. Mike Dwyer seconded the motion.

Attorney Armstrong stated that there are a few discussion points with the contents of the proposed resolution that he wanted to review with the Supervisors.

Following discussion, the Board approved Resolution 03-2023-4 subject to the following revisions;

- 1) Add; "razing blighted or unsafe structures that are visible from Route 209"
- 2) Add; "upgrading lighting fixtures that are visible from Route 209. All fixtures and lighting must be Dark Sky Compliant"

- 3) Clarify that “Design, engineering, architectural a permitting cost are not covered by this grant”
- 4) Remove “sidewalks” as an allowable expense,
- 5) Add “tenant” to the administration of the grant program review of applications section throughout the resolution
- 6) Add improvements to dumpster and garbage enclosures as a possible project
- 7) Add improvements deemed acceptable by the Board of Supervisors for a project, and
- 8) Confirming that approval of a grant requires unanimous approval from the Board of Supervisors.

Motion passed 3-0.

Authorize the Purchase of 2023 Western Star 47X Single Axle Dump Truck Through COSTARS Contract 025-E22-422; Mike Dwyer made a motion authorizing the purchase of the 2023 Western Star dump truck in the amount of \$224,115.00 through the State Costars Contract #025-E22-422. Mark Oney seconded the motion. Motion passed 3-0.

Rental Fee Waiver Request for PSATS Flagger Certification Training on May 10, 2023 at the Community & Cultural Center; Annette Atkinson made a motion to waive the rental fees for the use of the Community & Cultural Center for PSATS. Mike Dwyer seconded the motion. Motion passed 3-0.

Rental Fee Waiver Request for Pocono Spartans Elite on March 25, 2023 at the Community & Cultural Center; Annette Atkinson made a motion to waive the rental fees for the use of the Community & Cultural Center for Pocono Spartans Elite. Mike Dwyer seconded the motion. Motion passed 3-0.

Accept the Letter of Resignation from Deborah Emin on the Historical Commission; Annette Atkinson made a motion to accept the letter of resignation from Deborah Emin. Mark Oney seconded the motion. Motion passed 3-0.

Authorize the Advertising and Sale of the Jacobson Aerator Model #Va24 and Jacobson Aerator Model #Arrowking T1224 on Municibid; Mark Oney made a motion to advertise and sell the Jacobson aerators on Municibid. Annette Atkinson seconded the motion. Motion passed 3-0.

Public Comment

None

Adjournment

Mike Dwyer made a motion to adjourn the meeting 9:05 p.m. Mark Oney seconded the motion. Motion passed 3-0.

Respectfully submitted,

Michele L. Clewell
 Township Secretary
 February 23, 2023
 General Fund

Num	Name	Memo	Amount
94947465	Met Ed	100124280825 Oak Grove light (1/11-2/8)	48.83
94945853	Met Ed	100036091245 Bldg B (1/10-2/7)	1,341.98
94945804	Met Ed	100016951467 Bldg A (1/10-2/7)	1,008.57
94945727	Met Ed	100016915751 Municipal Light (1/10-2/7)	39.61
95094705	Met Ed	100126688959 Dancing Ridge (1/18-2/15)	95.85
21604	Ace Trucking & Repairs, Inc	Inv. 23293 - Truck #122 Inspection	80.00
21605	Adams Outdoor Advertising	Inv. 0979031 - Marshalls Creek Explosion Marker - Billboard Rental	950.00
21606	AFLAC	Inv. 779702 - March 2023	453.12
21607	Alura Business Solutions LLC	Inv. 41446 - Support & Laptop for Vicki	2,123.62
21608	Amazon Business	Acct. A3FLD35UR2CC7U	435.60
21609	Autozone	Inv. 6787903403 - Body Fastener Kit	30.84
21610	Bergey's, Inc	Invs. PH785420R, PH786128R	8,832.74
21611	Blue Ridge Lumber	Invs. 78594, 79196, 79213, 80307	412.49
21612	Bushkill Emergency Corps	POTY Finalist Donation - D. Kulick	1,000.00
21613	Canfields Pet & Farm	Inv. 140631 - 1 Gallon Sprayer	23.99
21614	Christopher Rain..	Mileage Reimbursement for Stroud Media Trip	4.06
21615	CivicPlus	Inv. 254631 - Website Redesign	15,050.69
21616	Claude S. Cyphers, Inc	Invs. 730187,730373,730451,730598,730641,730743 QuickBooks generated zero amount transaction for bill payment stub due to credit.	843.96
21617	Cleveland Brothers ESU Foundation - Prince Hall Scholarship Greater Pocono Section of NCNW	POTY Winner Donation - W. Bolt	1,500.00
21618		POTY Finalist Donation - D. Brown Acct. 6035322502349651 - Butcher Block & 4x4 Boards - Rachels Office Renovations	1,000.00
21619	Home Depot Credit		339.75
21620	Jazi's Vehicle Equipment King, Spry, Herman, Freund & Paul LLC	Inv. 1102 - New Portable & Mobile Radios	3,255.00
21621		Invs. 174519, 174518	733.50
21622	Lawson Products, Inc.	Invs. 9310283506,9310287330,9310329163	668.14
21623	Lewis ACE Hardware	Acct. 1120	905.93
21624	LocalIQ/Pocono Record Marshalls Creek Quarry	Inv. 690417 - Public Notices QuickBooks generated zero amount transaction for bill payment stub due to credit.	328.88
21625	Matco Tools	Inv. 14013 - 10 Piece Screwdriver Set	240.00
21626	Miggys Five Monroe County Assessment Office	Acct. 15	66.47
21627		Sales List January - December 2023	240.00
21628	NJ E-ZPass Northeastern Pennsylvania Alliance	Violation: T202396138708 - Colorado MG5008K	33.00
21629		2023 Membership M12530	295.00
21630	Ott Consulting Inc	Invs. Nov. 18, 2022	3,544.70

21631	PA DEP	CID 44038 Inv. 1293611 - Gas & Diesel Storage Tank Fee	100.00
21632	Penteledata	Inv. B4216726 (2/10-3/10)	465.09
21633	Quadient Leasing USA, Inc	Inv. N9808610 - Postage Machine Lease	478.74
21634	Raven Entertainment	PO # 23-015 - Centerpieces & Balloon Arch for POTY	725.00
21635	RICOH USA, Inc.	Acct. 1309321-1021529A1	319.45
21636	SealMaster / PMG SM Holdings	Inv. 2047009 Equipment for Taring	808.96
21637	Service Tire Truck	Inv. 23-0147107-026 - Tire & Dismount/Mount	226.82
21638	Spring Hill Laser Service's Corp.	Inv. 0223-097 - 2023 Tax Bill Inserts	2,735.57
21639	Stephenson Equipment	Inv. 15052881 - Latch	40.91
21647	Steve Shannon Tire Co. Inc.	Inv. 16074343 Ambulance Tires Truck 321	1,257.00
21641	Suburban Propane-2753 Sworen's Transmission & Auto	Invs. 507783,507855,574644,574645	7,455.02
21642	Repair, Inc	Inv. 19565 - Resurface Mack Flywheel	95.00
21643	Traisr, LLC	Invs. 1692, 1719 Acct. 450-395-041-0001-25,556-475-982-0001-45,356-478-200-0001-39	4,640.00
21644	Verizon		457.41
21645	Warehouse Battery Outlet, Inc	Inv. 538254 - 12V Battery	15.05
21646	Waste Management	Inv. - 3717029-0203-7 Fall Cleanup Dumpsters	14,280.00
wt 24806903	Intuit, Inc.	Checks - General Fund Order #24806903	345.84

TOTAL: \$80,372.18

Sewer

Num	Name	Memo	Credit
15399	A&S Fence	S23-0005 - Headworks project	4,900.00
15400	A&S Fence	S23-006 - Fence at BRD PS	4,000.00
15401	ALLSTATE SEPTIC SYSTEMS, LLP	21380	850.00
15402	AMAZON CAPITAL SERVICES	13JG-WCH6-FCR9	52.93
15403	B. Newhart & Sons, Inc. PENNSYLVANIA AMERICAN	February	2,050.00
15404	WATER	1024-210033589546	63.71
15405	PROSSER LABORATORIES, INC.	January	36,165.63
15406	MET-ED	100044863148 WL Island View	38.43
15407	MET-ED	100076523768 - WL Mtn Pass	1,735.19
15408	MET-ED	100018446334 PS#3 McCole & 209	245.61
15409	MET-ED	100018440378 - PS#4 Maple Ln	587.48
15410	MET-ED	100018442556 - PS#7 McCole & NP	302.19
15411	MET-ED	100081035618 Lift Station	30.21
15412	MET-ED	100089058661 - Rt 209	30.53
15413	MET-ED	100016629691 - Sleepy Hollow Fairway	326.69
15414	MET-ED	100080913799 - Off Sleepy Hollow	133.96
15415	MET-ED	100080916826 - PS#2 Fairway Villas	55.22
15416	MET-ED	100080920901 - Tree Tops	38.43
15417	MET-ED	100016867432 - PS#8 LOTP	354.79
15418	MET-ED	100018448652 - Main STP	4,057.82
15419	MET-ED	100044877809 - WL CLubhouse Dr	33.05

15420	MET-ED	100018353951 - PS#6 Sellersville	625.03
15421	MET-ED	100016914275 - PS#5 Municipal & 209	450.06
15422	MET-ED	100134596392 PS#11 Mt Nebo	169.93
15423	MET-ED	100083606630 - PS#9 Oak Grove	192.38
2802497	VERIZON	4507337570001 - PS#4 Maple Ln	39.69
2802499	VERIZON	4507337580001 - PS#3 McCole & 209	39.69
2802505	VERIZON	2507337590001 - PS#7 McCole & NP	39.69
2802508	VERIZON	2503950510001 - PS#6 Sellersville	43.09
2802498	VERIZON	2507337600001 - PS#8 LOTP	79.76
2802507	VERIZON	4507337600001 - PS#2 Fairway Villas	39.69
2802495	VERIZON	4507337690001 - WL Mtn Pass	36.58
2802496	VERIZON	3507337720001 - Main STP	81.30
2802512	VERIZON	2509351810001 - PS#9 Oak Grove	43.68
2802494	VERIZON	2503952040001 - PS#10 BRD	42.63
			<u>57,975.07</u>

Golf

Num	Name	Memo	Amount
94947215	Met-Ed	100104048101 pump house doral crt (1/11-2/8)	28.18
94946171	Met-Ed	100085171773 Guard Shack (1/10-2/7)	208.43
94946056	Met-Ed	100081784231 Big Ridge Drive (1/10-2/7)	263.18
94945985	Met-Ed	100081748855 pump house tomx rd (1/11-2/8)	391.37
94945928	Met-Ed	100081748848 clubhouse (1/11-2/8)	1,781.69
62362	Blue Ridge Lumber	Inv. 81307 Supplies	283.32
62363	Eastern Alarm Systems, Inc.	Inv. 018438 Monthly Maint - 6 mo Contract. - Golf Clubhouse Bldg - Burgular	114.00
62364	Finch Turf, Inc	Inv. B54192 Lock Nut, Key & Belt	169.86
62365	Golf Cars, Inc.	Inv. 95408 - Parts	432.58
62366	R&R Products Inc.	Invs. CD2752764, CD2756299	690.12
62367	Snap-On	Inv. 2092317126 Disc Pad Assembly	40.00
62368	Suburban Propane Turf Equipment & Supply Co.	Inv. 507828 - Propane Golf Maint. Bldg.	422.50
62371	Co.	Inv. 70038914-00 Parts	965.86
62370	Verizon	Acct. 250-732-882-0001-56,250-732-879-0001-10,250-732-881-0001-73	809.00
			\$
			TOTAL: 6,600.09