



MIDDLE SMITHFIELD TOWNSHIP BOARD OF SUPERVISORS MARCH 9, 2023 MEETING MINUTES

The regular meeting of the Middle Smithfield Township Board of Supervisors was held on Thursday, March 9, 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.

Public in attendance: Debbie Kulick & Ed Regina from Bushkill Emergency Corps and a representative from CMR Construction for the bid opening.

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. Annette Atkinson seconded the motion. Motion passed 3-0.

Approval of the Minutes

Mike Dwyer made a motion to approve the February 23, 2023 minutes. Annette Atkinson 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 litigation matters.

Public Comment on Non-Agenda Items

None

Announcements & Upcoming Events

Annette Atkinson announced the Women’s History Month art exhibit is now on display at the Community & Cultural Center. This is the largest contribution of women artists to date to an art exhibit in the Poconos. She also announced that the American Red Cross Blood drive is this Friday, March 10th. Mark Oney stated that if the weather holds up, the golf course may open earlier than expected.

Committee Department Reports

Annette Atkinson made a motion to accept the committee and department reports as presented. Mark Oney seconded the motion. Motion passed 3-0

The committee and department reports are available on the township website, visit www.middlesmithfieldtownship.com/AgendaCenter

Correspondence

None

Bid Opening and Possible Award

Sewer Generators Bid; Ben Kutz, P.E. stated that only one bid was submitted and was opened at the last Supervisors meeting for installation of (6) generators at various pump stations. Mr. Kutz recommended rejecting the sole bid as the price came in above what was projected and advertise to accept bids at a later date.

Annette Atkinson made a motion to reject the bid received from North End Electric. Mike Dwyer seconded the motion. Motion passed 3-0.

Annette Atkinson made a motion authorizing the Township Engineer to advertise the Sewer Generators Bid. Mike Dwyer seconded the motion. Motion passed 3-0.

Village Drive Bridge Bid; Ben Kutz stated Keystone Concrete and CMR Construction submitted bids for consideration. The bids were opened and read aloud:

Bidder	Alternate 1 - Box Culvert	Alternate 2 - Reinforced Concrete Arch Bridge System
Keystone Concrete Products	\$379,300.00	NA
CMR Construction	NA	\$515,000.00

Mike Dwyer made a motion to accept both bids for purposes of review. Mark Oney seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to award the Village Drive Bid contract to Keystone Concrete products subject to the Township Engineer’s review and confirmation that the bid documents are acceptable. 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 \$303,839.42. Mark Oney seconded the motion. Mr. Dwyer stated that part of the purchase for the 2023 Single Axle Dump Truck is on the Liquid Fuels account as well. Twenty percent of the balance and remaining costs will come from the general fund. The Liquid Fuels account will pay \$100k of the costs. He stated that over the next four years, the Liquid Fuels account will reimburse the general fund the \$100k. Motion passed 3-0.

Mike Dwyer made a motion to approve the sewer fund payables in the amount of \$43,527.30. Annette Atkinson seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the golf course payables in the amount of \$12,186.87. Mark Oney seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the liquid fuels payables in the amount of \$100,000.00. Mark Oney seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the 2019-2020 GOB payable in the amount of \$130,668.75. Annette Atkinson seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the cable franchise fee payables in the amount of \$51,282.14. Mark Oney seconded the motion. Motion passed 3-0.

Solicitors Report

None

Engineer Report

None

Old Business

Resolution 02-2023-4; Reaffirm Resolution Establishing the Revitalize Route 209 Grant program to Improve and Revitalize the Route 209 Corridor within Middle Smithfield Township; Annette Atkinson stated that there were additional changes to the resolution that was approved at the last meeting, therefore those changes will be incorporated into a new resolution and Resolution 02-2023-4 will be repealed at the next regular meeting. Changes to the resolution are as follows:

- A.2: Remodeling improvements to the façade of the building, such as reconfiguring the exterior, updates and upgrades, that are visible from route 209
- C. Construction and Inspections
 - 2. Remove, “ A preconstruction meeting shall be held with the Township Engineer, the Applicant’s consultant, and the construction contractor in attendance”
 - 3. Remove, “ at such intervals as the Township Engineer shall determine” at the preconstruction meeting. All costs for such inspections shall be the responsibility of the Applicant”
 - 4. Remove, at the preconstruction meeting and confirmed by letter of the Township Engineer following preconstruction meeting”.
- Terms and Conditions
 - Match the revised resolution with the additional changes
 - Add in a denote “the township will not reimburse architecture, designer or engineers or soft costs

Attorney Armstrong stated that he will provide a revised Resolution for the Board's consideration at the next meeting.

Invoice Cloud; Reaffirm Agreement; Annette Atkinson stated that the vendor agreed to two of the changes recommended by the Solicitor. No action required.

New Business

Resolution 03-2023-1; a Resolution Establishing an AD HOC Revitalize Route 209 Grant Committee for the Purpose of Making Recommendations to the Board of Supervisors Regarding Letters of Interest and Applications Associated with the Middle Smithfield Township Revitalize Route 209 Grant Program; Annette Atkinson made a motion to table action on Resolution 03-2023-1. Mike Dwyer seconded the motion. Motion passed 3-0.

Appoint Albert R. Murray Jr., Esq., to the Middle Smithfield Township Historical Commission to fill Vacancy; Annette Atkinson made a motion to fill a vacancy on the Historical Commission. Mike Dwyer seconded the motion. Motion passed 3-0

Authorize Submission of the Pocono Mountain Visitors Bureau Grant Application; Annette Atkinson made a motion to ratify the "PMVB" grant submission in order to expand and improve the Veterans memorial area at the Community & Cultural Center. (*The total grant request is \$16,696.00 for a total project cost of \$33,393.00*). Mike Dwyer seconded the motion. Motion passed 3-0.

Public Comment

Debbie Kulick asked about the new resident meet and greet format. Annette Atkinson stated that the staff members, such as the zoning department presents information and offers a Q & A session and Katie Uhler is also attending to provide information to new residents about the Pocono wildlife.

Adjournment

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

Respectfully submitted,

Michele L. Clewell
Township Secretary
March 9, 2023

General Fund

Num	Name	Memo	Amount
21691	Middle Smithfield Township 2019 GOB	2019 GOB installment	12,524.48
wt	BMO Bank of Montreal	February Credit Card Charges	6,535.85

21648	FYDA Frieghtliner Pittsburgh	SO# 6372- 2023 Western Star 47X Single Axle Dump Truck -	124,115.00
93602482		Purchase Balance	
5	Pennsylvania American Water	Inv. 1024-210033478776 (1/31-2/27) 3 Hydrants	182.70
21694	Ace Trucking & Repairs, Inc	Invs. 23208, 23028	160.00
21701	Alura Business Solutions LLC	Invs. 41538, 41601	4,418.88
21702	Amazon Business	Inv. 113X-7Y7G-43V4 Office Supplies & Coffee	51.72
21649	American United Life Insurance Company	G00612999 3/1/2023-3/31/2023	2,776.74
21650	Autozone	Invs. 6787928653, 6787929476	438.34
21651	Bergey's, Inc	Invs. PH786475R, PH787959R	710.61
21652	Big Belly Solar LLC	Inv. 44767 - HC5 Single Station Receptical & Waste Liners	9,337.00
21653	Blue Ridge Cable	Inv. 0377113-01 (3/13-4/12)	61.26
21654	Blue Ridge Lumber	Invs. 81825, 83791	272.84
21655	Chauly Younger	Contracted Maintenance - Community Gardens - March	200.00
21656	Claude S. Cyphers, Inc	Invs. 730997, 731059	114.16
21657	Cory J. Lyon	Reimbursement for 2018, 2019, 2020 Amended Tax Return Prep	450.00
21658	Dailey Resources, LTD	Inv. 183749 - Cylinder	11.00
21659	Daniel Finn	2443 - Volunteer Tax Credit 2022	194.65
21660	David Mahon	8278 - Volunteer tax credit 2022	290.41
21661	E.M. Kutz	Invs. 38864, 38865, 38900	1,713.73
21662	Environmental Systems Research Institute	Inv. 00289391.2 - Traisr ArcGIS Online Creator Annual Subscription	538.00
21663	Francis Smith & Sons Inc.	Inv. 241399 - Diesel Pump Repair	310.00
21664	Frazetta's Fantasy Costumes	PR23-007 - Tan Big Head Bunny Suit	150.00
21665	Gary Vanhorn.	1599 - Volunteer Tax Credit 2022	37.36
21666	Gilmore & Associates, Inc.	Invs. 231620, 231654, 231655	10,646.12
21667	Gotta Go Potties, Inc	Invs. 217164, 217165	145.00
21668	Grim, Biehn & Thatcher	Invs. 2/24/2023	7,020.00
21669	H.A. Thomson	Inv. 367400 Bond for Treasurer - Annette Atkinson	830.00
21670	H.A.R.I.E	Polycys 307441611-22 Endor, 307441611-21 Endor	1,420.00
21671	Hunter Keystone Peterbilt, LP	Inv. X210219133:01 - Filter Kit	122.42
21672	Jeanne Dustane	Refund of Community Cardens Plots U3 & U18	100.00
21673	Joseph Luisi	8627 - Volunteer Tax Credit 2022	228.14
21674	Lang's Cleaning Service LLC	Inv. 17302 - Cleaning Service - February Inv. 32186 - Service for Air Lines & Checked System & Water Conditioner	1,045.00
21675	Leon Clapper, Inc.		190.00
21676	Leroy Lewis	Contracted Maintenance- Dog Park - March	200.00
21677	Lewis ACE Hardware	Invs. 3215/1,3214/1,3216/1,3219/1,3221/1,3220/1	240.77
21678	Linde Gas & Equipment Inc.	Inv. 34315492 - Cylinder & CO2	52.51
21679	Mayra Colon.	Reimbursement for Mileage to/from for Zoning Inspection	20.00
21680	Miggys Five	Acct. 15	109.94
21681	NAPA Auto Parts Inc.	Inv. 2717-197524 - Front Brakes for '11 Ford F350	68.99
21682	Ott Consulting Inc	Invs. 2/17/2023	1,612.00
21683	PA Municipal Health Insurance Cooperative	Inv. 121301-0 - April Health Insurance	61,191.84
21684	Peter Dimmick	1845 - Volunteer Tax credit 2022	331.08
21685	PMRS	45-027-5N Pension February	21,528.72
21686	Prosser Laboratories	Invs. 546299, 02172023.31	1,594.25

21687	Ray Price Ford Lincoln	Inv. 5019881 - Seal Assemblies	128.40
21688	SFM Consulting LLC	Invs. Z-003, BC-003	9,021.18
21689	Smith Miller Assoc.	Inv. 23569 Energy Audit - Contract Balance Paid in Full	4,000.00
21690	Staples Advantage	Inv. - 3532403512 Office Supplies & Yard Sale Stickers	526.79
21692	Stroud Media LLC	Invs. 2020003062, 2020003063, 2020003066	1,664.97
21693	Suburban Propane-2753	Invs. 507894, 507954	837.94
21695	Super Heat, Inc	Inv. 112098 - No Heat in Building B	2,349.92
21696	Verizon Wireless	Inv. 9928036995 - Cell Phones (1/19-2/18)	244.97
21697	Warehouse Battery Outlet, Inc	Inv. 540392 - 6V Batteries - For Lift Cart	647.60
21698	Waste Management	Inv. 3724566-0203-9 - Dumpsters Flip Tops (3/1-3/31)	701.47
21699	William Vitulli Jr.	1708 - Volunteer Tax Credit 2022	237.67
21700	Zelenkofske Axelrod LLC	Inv. ARP-1076B 3rd payment for Professional CPA Admin Services	9,187.00
			303,839.4
			TOTAL: 2

Sewer Fund

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>
15427	B. Newhart & Sons, Inc.		2,612.50
15428	Commonwealth of PA	1294636 - Permit # PA0060089	3,750.00
15429	COYNE CHEMICAL DELAWARE RIVER BASIN COMMISSION		5,400.00
15430		232322 - DOcket # D-1973-209 CP-4	715.00
15431	Evoqua Water Technologies	905748808	5,389.85
15432	GILMORE & ASSOCIATES, INC.		3,493.48
15433	Grim, Biehn & Thatcher	213496	54.00
15434	Link Computer Corporation	166802	618.83
15435	PENNSYLVANIA AMERICAN WATER	1024-210033589546	70.00
15436	PROSSER LABORATORIES, INC.	546258 - WL Effluent	1,502.00
15437	W.G. MALDEN / PROTECHS LLC	20911	10,116.34
15438	WASTE MANAGEMENT	3726428-0203-0	4,201.70
15439	Xylem Water Solutions DELAWARE RIVER BASIN COMMISSION	3556C63022 - S23-007	4,642.60
15440		232323 - Docket # D-1990-080 CP-4	961.00
			<u>43,527.30</u>

Golf Fund

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
62372	Amazon Business	Invs. 13RM-CMF1-3K3H, 1J9D-RWJ7-13QV	59.96
62373	Blue Ridge Communications	Accts. 0109950-03 & 0330384-01	181.60
62374	Claude S. Cyphers, Inc.	Invs. 730827, 731182	857.78
62375	Golf Car Specialties, LLC	Invs. SI184425, SI184431	1,297.89
62376	Grim, Biehn & Thatcher Inc.	Invs. 213493 PMA, 213492 PMA Whispering Pines Deposit Return for 2/25	2,142.00
62377	Lisa Rodriguez.	Rental	250.00
62378	Miggy's Corp 5	Acct. 15	19.97
62379	Otis Elevator	Inv. 100401078941 - Elevator Contract	3,880.56

62380	Precision Small Engine Co., Inc	Inv. 652515 - Bolts	98.03
62381	R&R Products Inc.	Inv. CD2759336 - Misc. Parts	618.69
62382	Stroud Media LLC	Invs. 2020003065, 2020003064	984.98
62383	Suburban Propane	Inv. 545064 - Propane Clubhouse	685.17
62384	Waste Management	Inv. 3725367-0203-1 - Maint. Bldg (3/1-3/31)	1,110.24
TOTAL:			12,186.87

Liquid Fuels

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
10121	FYDA Freightliner Pittsburgh	Sales Order # 6372 2023 Western Star 47X Single Axle Dump Truck	100,000.00
TOTAL:			100,000.0

2019 GOB

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
1016	Wilmington Trust Company	136193-000 2019 GOB Payment	108,618.75
10005	Wilmington Trust Company	143461-000 2020 GOB payment	22,050.00
TOTAL:			130,668.75

Cable Franchise

<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amt.</u>
1301	Bushkill Fire Co.	4th QTR 2022 Fire Cable Franchise Distribution	4,811.11
1302	Bushkill Emergency Corps	4th QTR 2022 EMS Cable Franchise Distribution	2,000.00
1303	Marshalls Creek Fire Co Monroe County Control	4th Qtr 2022 EMS & Fire Cable Franchise Distribution	20,678.41
1304	Center	Inv. 7367 2nd Qtr Emergency Dispatch Service	16,981.51
1305	Shawnee Fire Co	4th QTR 2022 Fire Cable Franchise Distribution	4,811.11
1306	Suburban E.M.S.	4th QTR 2022 EMS Cable Franchise Distribution	2,000.00
TOTAL:			51,282.14