



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

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

Public in attendance; Debbie Kulick, President of Bushkill Emergency Corps and on the Zoom platform; Middle Smithfield Township Elected Auditors James Furiosi and Edward Zack Plue, Middle Smithfield Township Economic Development Manager James Brechbiel and EDC Chairman Joe Memoli.

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

Annette Atkinson made a motion to amend the agenda to add item 10B; Property Maintenance Code under the Solicitors Report. Mark Oney seconded the motion. Motion passed 3-0.

Approval of the Minutes

Mike Dwyer made a motion to approve the March 9, 2023 minutes. Mark Oney seconded the motion. Annette Atkinson asked for clarification under the Treasures report with regard to the 2023 dump truck payment. The total cost of the truck is \$224,115.00. Ms. Atkinson is not in favor of taking 4 years for the liquid fuels account to pay back the general fund the \$124,115.00. She stated that this will be made part of the 2024 budget preparation done in October 2023. Mark Oney stated that if liquid fuels pays back the general fund in one year, that may use up money that would have been allocated for vehicles/equipment.

Motion to approve the minutes passed 3-0.

Report of Executive Session

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

Public Comment on Non-Agenda Items

None

Announcements & Upcoming Events

Annette Atkinson stated that Patricia J. Griffin is holding a fundraiser for Maddy’s Angels at the Community & Cultural Center in April titled “Sew Your Own Tote” workshop. The class size is limited to ten participants.

Mark Oney stated that weather permitting, the golf course will open next Friday.

Mike Dwyer stated that the 16th Annual Extravaganza is Saturday, April 1st at Resica Park no registration is required.

Correspondence

None

Bid Opening and Possible Award

Spring and Fall Cleanup Containers; Mike Dwyer stated that three bids were received, opened and read aloud.

Markie Roll-Off	\$33.50 per cubic yard
Waste Management	\$47.66 per cubic yard
G&S Containers	\$29.93 per cubic yard

Mike Dwyer made a motion to review the three bids received and possibly award the contract at the April 6, 2023 meeting. 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 \$59,132.02. Annette Atkinson seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the sewer fund payables in the amount of \$68,022.67. Annette Atkinson seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the golf course payables in the amount of \$12,905.30. Mark Oney seconded the motion. Motion passed 3-0.

Solicitors Report

Proposed Alarm Systems Ordinance; Establishing Requirements and Restrictions for the Installation and Operation of Alarm Systems; Attorney Armstrong stated that at the request of the Board of Supervisors he has prepared a draft ordinance for the Boards review and comment.

After further discussion the Board agreed to remove the requirement that all alarms be registered with the township and to Require that false alarms pertain to the only the fire companies, not the police.

Monetary fines were discussed and Attorney Armstrong stated that fines would not be included in the ordinance but in the Township's Fee Schedule Resolution as that may change from time to time.

All fines collected would be given to the corresponding fire company that reports a false alarm.

Debbie Kulick asked if there will be an administration fee included or added into the fine. Mike Dwyer said no.

There was discussion that the first offense after three (3) false alarms is a \$100 find, and then \$200, etc.

Attorney Armstrong will prepare the draft ordinance and present to the Board at a later date. No action taken.

Property Maintenance Code; Attorney Armstrong stated that in November 2022 he prepared a Property Maintenance Ordinance for the Board's comments. He stated that the Supervisors are not in favor of the International Property Maintenance Code but did ask for a property maintenance ordinance for the Township.

Attorney Armstrong stated that this Property Maintenance Ordinance will establish a new Chapter 134 along with certain regulations for the Township.

Annette Atkinson made a motion authorizing the Township Solicitor to advertise the public hearing for possible adoption of the Property Maintenance Ordinance at the April 6, 2023 meeting. Mark Oney seconded the motion. Motion passed 3-0.

Engineer Report

Generators; Ben Kutz, stated that the bid(s) were opened a month ago and were rejected. The bid documents have been revised and bids will be advertised for the May 11, 2023 Board of Supervisors meeting.

Village Drive Bridge Culvert Replacement; Ben Kutz stated that the bid documents received from Keystone Concrete Products, Inc. were all in order. The Notice of Award will be issued and the project will be scheduled.

Route 209/Hollow Road PennDOT Project; Ben Kutz stated that the Township received a letter from PennDOT in November 2022 regarding the State's Route 209/Hollow Road project. He stated that the Township's sewer lines would be impacted due to the widening

of the road project. Since then, he and Township staff have had conversations with PennDOT regarding the township's sewer line relocation due to the widening of the road.

Mr. Kutz stated that PennDOT would share in the cost with the township to relocate the sewer lines. PennDOT share would be 75% and MST 25%. Mike Dwyer stated that we don't know what their estimate for the construction is yet, but, to save the township funds we will have to agree to the 25% share but no more than that and PennDOT pay the remaining 75%.

Mike Dwyer stated that fire and EMS were and are still opposed to the realignment as PennDOT is putting in a blind intersection and creating driveways that don't currently exist on the eastern side, while not fixing the driveways that are already there.

Mr. Kutz stated that he will contact PennDOT regarding the cost of the construction.

Mike Dwyer stated that the contractor needs to insure the Township as well. Pat Armstrong asked if there is an Agreement that he can review, Mr. Kutz stated that PennDOT has not provided one yet. Mr. Kutz will request PennDOT to provide a template agreement for review.

No action taken.

Water Supply Well; Ben Kutz stated that at the direction of the Township following discussions to apply for grants to run water line up the rest of Route 209, Gilmore & Associates researched the Township owned properties for supply water. He stated that one property (Judy Putek Park) was identified as most likely having areas of substantial water supply.

Mr. Kutz recommended reaching out to PA American Water to see if there is an interest to explore the Judy Putek Park property. He stated that the sole expense should be PA American Water, not the Township.

Annette Atkinson made a motion authorizing Ben Kutz, P.E. to proceed with communicating with PA American Water and to share the Gilmore & Associates report with PA American Water. Mark Oney seconded the motion. Motion passed 3-0.

Stormwater Management Ordinance; Mr. Kutz stated that he has reviewed the correspondence from the Monroe County Conservation District and will provide a revised draft of the ordinance to Attorney Armstrong for his review.

Old Business

Resolution 03-2023-1; a Resolution Repealing Resolution 02-2023-4 and Establishing the Revitalize Route 209 Grant program to Improve and Revitalize the Route 209 Corridor within Middle Smithfield Township; Annette Atkinson made a motion to approve Resolution 03-2023-1. Mike Dwyer seconded the motion. Motion passed 3-0.

Resolution 03-2023-2; 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; Mike Dwyer made a motion to approve Resolution 03-2023-2. Annette Atkinson seconded the motion. Motion passed 3-0.

Attorney Armstrong stated that at a future meeting the Board may appoint the committee members. Annette Atkinson stated that a draft press release has been created and will be shared with the Board. She also stated that various current committee members have expressed interest in serving on the Revitalize Route 209 Grant Committee and they will submit their letters of interest to the Supervisors for consideration. The public will be notified via township website and Facebook.

New Business

Purchasing Agent Policy; Annette Atkinson stated that the Supervisors have talked about a purchasing order system. She stated that we currently have an excel spreadsheet system and Attorney Armstrong provided a draft resolution but it could be a policy instead of a resolution. The intent is to assign which employees are purchasing agents and define expense authorization amounts and the approval chain of authorization.

Mike Dwyer and Mark Oney both stated that they have discussed this with Ms. Atkinson several times. They both said that a purchasing agent policy and/or a resolution is unnecessary.

Mark Oney stated that he is in favor of an electronic purchasing order computer system, but not in favor of the policy/resolution that appoints purchasing agents.

Mike Dwyer made a motion to discard the presented proposal as unnecessary and to discontinue the discussion as he is not in favor of appointment purchasing agents. Annette Atkinson stated this is a discussion and there isn't anything to approve right now. Motion died due to a lack of a second.

Attorney Armstrong asked for clarification of the mentioned Traiser computer program and Civic Plus. Annette Atkinson stated that Traiser is the zoning department computer program and Civic Plus is the creator of the township's new website.

Attorney Armstrong stated that there are two separate issues; (1) the electronic purchasing order system and (2) a purchase order policy that provides for who approves the purchase orders. He suggested that the township contact Civic Plus and ask them to provide their forms because those forms may provide guidance.

Mike Dwyer stated that he is okay with the spreadsheet program. Mark Oney said that Civic Plus should be contacted in order to know what is needed to create an electronic purchase order system.

Public Comment

None

Adjournment

Mike Dwyer made a motion to adjourn the meeting at 8:34 p.m. Mark Oney seconded the motion. Motion passed 3-0.

Respectfully submitted,

Michele L. Clewell
 Township Secretary
 March 23, 2023

General fund

Date	Num	Name	Memo	Amount
03/10/2023	943835887	Pennsylvania American Water	Inv. 1024-220008909318 (2/4-3/6) 108 Bark Park	43.27
03/10/2023	95562177	Met Ed	100138495898 Echo Lake (2/6-3/6)	28.14
03/10/2023	95562023	Met Ed	100136420260 Library-Cultural Center (2/6-3/6)	1,528.65
03/10/2023	95561899	Met Ed	100114051681 Bark Park (2/6-3/6)	30.09
03/10/2023	95561722	Met Ed	100073577916 Sellersville Light (2/7-3/7)	51.17
03/10/2023	95561659	Met Ed	100069220836 River Rd light (2/6-3/6)	29.73
03/16/2023	95712529	Met Ed	100124280825 Oak Grove light (2/9-3/12)	49.03
03/16/2023	95711956	Met Ed	100036091245 Bldg B (2/8-3/8)	1,169.69
03/16/2023	95711863	Met Ed	100016951467 Bldg A (2/8-3/8)	933.91
03/16/2023	95711797	Met Ed	100016915751 Municipal Light (2/8-3/8)	39.00
03/23/2023	21703	Alura Business Solutions LLC	Inv. 41675 - Computer Monthly Maintenance (4/1-4/30/2023)	1,734.25
03/23/2023	21704	Amazon Business	Acct. A3FLD35UR2CC7U	331.26
03/23/2023	21705	Autozone	Invs. 6787617191,6787930455,6787935089	51.86
03/23/2023		Bergey's, Inc	Inv. PH788537R, Inv. Amt. \$111.06 was applied to outstanding credit.	0.00
03/23/2023	21706	Blue Ridge Lumber	Invs. 77150, 89893	274.36
03/23/2023	21707	Bradco Supply Co	Inv. 226010 - Yellow Arrow Street Sign	173.26
03/23/2023	21708	cash.	to replenish petty cash (8/2022 - 2/2023)	49.03
03/23/2023	21709	Claude S. Cyphers, Inc	Invs. 731203, 731518	95.37
03/23/2023	21710	Corporate Protective Services	Inv. 1123 - Armed Guard 2/9, 2/23, & 3/9	225.00
03/23/2023	21711	Driscoll Foods	Inv. 532261 - Paper Towels & Garbage Bags	201.22
03/23/2023	21712	Edward Plue-Campbell.	Refund of Community Cardens Plot 2065	50.00
03/23/2023	21713	Elias DePue..	2023 Reimbursement for Boots	99.99
03/23/2023	21714	Fastenal Company	Inv. PASTR115972 - Bolt	16.20

03/23/2023	21715	FedEx	Inv. 8-060-15877	51.64
03/23/2023	21716	Harry Hinline..	Reimbursement for Boots 2023	150.00
03/23/2023	21717	Hendershot Door Systems, Inc.	Inv. 59318 MT5001 Opener	1,450.00
03/23/2023	21718	Hunter Keystone Peterbilt, LP	Inv. X210220770:01 - Air Tank, U-Bolt, Washer, & Nut	573.97
03/23/2023	21719	Jacqueline Brianna-Pyatt	Refund of Community Cardens Plot U58	50.00
03/23/2023	21720	John C. Prevoznik	Inv. 13137 - UCC Board of Appeals	279.00
03/23/2023	21721	Katie Uhler	PO# 23-064 - Wildlife Talk at Community Center	325.00
03/23/2023	21722	King, Spry, Herman, Freund & Paul LLC	Invs. 175428, 175429	1,622.97
03/23/2023	21723	Leon Clapper, Inc.	Inv. 32313 - Service for Cleaning of Solenoid Valve	190.00
03/23/2023	21724	Lewis ACE Hardware	Acct. 1120	404.87
03/23/2023	21725	Linde Gas & Equipment Inc.	Inv. 34644553 - Oxygen, Propane, & Acetylene	499.38
03/23/2023	21726	LocalIQ/Pocono Record	Inv. 5353963 - Public Notices	1,710.69
03/23/2023	21744	Matco Tools	Inv. 14689 - Plier & Impact	76.18
03/23/2023	21728	Miggys Five	Acct. 15	107.61
03/23/2023	21729	Oak Grove Multi-Municipal Compost	Inv. 1 - 2023 Contribution	23,970.00
03/23/2023	21730	Penteledata	Inv. B4234337 (3/10-4/10)	465.09
03/23/2023	21731	Prosser Laboratories	Invs. 547359, 03192023.01	629.90
03/23/2023	21732	Quadient Finance USA, Inc	7900044460257144 - Postage & Mail Machine Ink	1,278.24
03/23/2023	21733	Raven Entertainment	PO # PR23-010 - Balloon Twisting for Eggstravaganza	300.00
03/23/2023	21734	Richards Tree Farm	Inv. 12-797 - Mow, Weed, Fertilize & Mulch behind Royal Asian	400.00
03/23/2023	21735	RICOH USA, Inc.	1309321-1021529A1	319.45
03/23/2023	21736	Service Tire Truck	Invs. 23-0132334-026, 23-0172716-026	633.29
03/23/2023	21737	Steve Shannon Tire Co. Inc.	Inv. 16075830 - Ambulance Tires Truck 324	1,150.00
03/23/2023	21738	Suburban Propane-2753	Invs. 521981,521982,515676,515677	6,456.09
03/23/2023	21739	Super Heat, Inc	Inv. 112537 - Service of Waste Oil Burner	3,411.74
03/23/2023	21740	Traisr, LLC	Inv. 1781 - Traisr Data Setup	1,990.00
03/23/2023	21741	Tulpehocken Spring Water	Acct. 13876	192.11
03/23/2023	21742	Verizon	Accts. 450-395-041-0001-25,556-475-982-001-45,356-478-200-0001-39	468.91
03/23/2023	21743	American United Life Insurance Company	G00612999 4/1/2023-4/30/2023	2,771.41

TOTAL: 59,132.02

Sewer fund

Date	Num	Name	Memo	Credit
03/23/2023	2813874	VERIZON	4507337690001 - WL Mtn Pass	39.96
03/23/2023	2813879	VERIZON	3507337720001 - Main STP	83.12
03/23/2023	2813880	VERIZON	4507337570001 - PS # 4 Maple Ln	40.07
03/23/2023	2813881	VERIZON	2507337600001- PS#8 LOTP	44.55
03/23/2023	2813833	VERIZON	4507337580001 - PS#3 McCole & 209	40.07
03/23/2023	2813761	VERIZON	2507337590001 - PS #7 McCole & NP	40.07
03/23/2023	2813882	VERIZON	4507337600001- PS#2 Fairway Villas	40.07
03/23/2023	2813883	VERIZON	2503950510001 - PS#6 Sellersville	44.78
03/23/2023	2813885	VERIZON	2503951810001 - PS #9 Oak Grove	44.24

03/23/2023	2813886	VERIZON	2503952040001 - PS#10 BRD	43.01
03/23/2023	15441	ALLSTATE SEPTIC SYSTEMS, LLP		505.00
03/23/2023	15442	GILMORE & ASSOCIATES, INC.	231621	81.35
03/23/2023	15443	Link Computer Corporation	167817	618.83
03/23/2023	15444	PROSSER LABORATORIES, INC.		50,002.55
03/23/2023	15445	PROTHONOTARY	Lien 1721-CV-23	1.00
03/23/2023	15446	PROTHONOTARY	Liens -1-20	1,505.00
03/23/2023	15447	PROTHONOTARY	Liens 21-40	1,505.00
03/23/2023	15448	PROTHONOTARY	Liens 41-60	1,505.00
03/23/2023	15449	PROTHONOTARY	Liens 61-80	1,505.00
03/23/2023	15450	PROTHONOTARY	10 Liens	752.50
03/23/2023	15451	PROTHONOTARY	10 Liens	752.50
03/23/2023	15452	MET-ED	100076523768 - WL Mtn Pass	1,653.00
03/23/2023	15453	MET-ED	100018446334 - PS#3 McCole & 209	213.91
03/23/2023	15454	MET-ED	100018440378 PS#4 Maple Ln	556.22
03/23/2023	15455	MET-ED	100018442556 - PS#7 McCole & NP	267.17
03/23/2023	15456	MET-ED	100081035618 - Lift Station	29.91
03/23/2023	15457	MET-ED	100018448652 Main STP	3,926.20
03/23/2023	15458	MET-ED	100089058661 Rt 209	29.91
03/23/2023	15459	MET-ED	100016629691 - Sleepy Hollow	279.25
03/23/2023	15460	MET-ED	100080913799 - Off Sleepy Hollow	134.64
03/23/2023	15461	MET-ED	100080916826 PS#2 Fairway Villas	53.25
03/23/2023	15462	MET-ED	100080920901 - Tree Tops	36.48
03/23/2023	15463	MET-ED	100016867432 - PS #8 LOTP	308.64
03/23/2023	15464	MET-ED	100044877809 - WL Clubhouse Dr	32.15
03/23/2023	15465	MET-ED	100018353951 - PS#6 Sellersville	538.71
03/23/2023	15466	MET-ED	100016914275- PS#5 Municipal & 209	415.78
03/23/2023	15467	MET-ED	100134596392 - Mt Nebo	164.76
03/23/2023	15468	MET-ED	100083606630 PS#9 Oak Grove	150.53
03/23/2023	15469	MET-ED	100044863148 - WL Island View	<u>38.49</u>
				68,022.67

Golf fund

Date	Num	Name	Memo	Amount
03/10/2023	95561804	Met-Ed	100081748863 Golf Maint Bldg (2/7-3/7)	392.91
03/10/2023	943833979	PA American Water	1024-210033261244 Clubhouse (2/4-3/6)	93.27
03/16/2023	95712363	Met-Ed	100104048101 pump house doral crt (2/9-3/12)	28.47
03/16/2023	95712261	Met-Ed	100085171773 Guard Shack (2/8-3/8)	159.99
03/16/2023	95712130	Met-Ed	100081784231 Big Ridge Drive (2/8-3/8)	242.60
03/16/2023	9571268	Met-Ed	100081748855 pump house tomx rd (2/9-3/12)	387.91
03/16/2023	95712010	Met-Ed	100081748848 clubhouse (2/9-3/12)	1,727.36
03/23/2023	62385	Amazon Business	Inv. 1VCR-KFPG-9P1Q - Time Cards	37.99
03/23/2023	62394	Bridgestone Golf Incv. Central Jersey	Inv. 1003149449 Golf Balls	2,063.88
03/23/2023	62386	Equipment	Inv. 1388137 - 3 Weed Wackers	1,559.97

03/23/2023	62387	Claude S. Cyphers, Inc.	Inv. 731520 Parts	310.37
03/23/2023	62393	Golf Car Specialties, LLC	Invs. SI184597, SI184820	571.75
03/23/2023	62389	Lewis Ace Hardware	Inv. 3242/1 - Misc. Hardware	192.49
03/23/2023	62390	Ouray Sportswear	Inv. ARINV-368829 - T-Shirts & Hoodies	711.00
03/23/2023	62391	Suburban Propane	Invs. 515719, 515720, 515721 Acct. 250-732-879-0001-10, 250-732-881-0001-73, 250-732- 882-0001-56	3,676.53
03/23/2023	62392	Verizon Petroleum Service		423.15
03/23/2023	62395	Company	Inv. 279430 Motor Oil	325.66

TOTAL: 12,905.30