



MIDDLE SMITHFIELD TOWNSHIP
BOARD OF SUPERVISORS MINUTES
JANUARY 3, 2017

The annual organization meeting of the Middle Smithfield Township Board of Supervisors was held on Tuesday, January 3, 2017 at 7pm at the Schoonover Municipal Building.

Township Supervisors present: Annette Atkinson, Mike Dwyer and Mark Oney. Also in attendance, Township Solicitor Keely Collins, Esq., Township Secretary Michele L. Clewell, and one resident

Pledge of Allegiance

2017 Organization

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 Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

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

Public Works Director – Mike Dwyer upon a motion of Mark Oney, seconded by Annette Atkinson. 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.

Operations Director – Annette Atkinson upon a motion of Mike Dwyer, seconded by Mark Oney. 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.

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

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

Building Inspectors & BCO – SFM Consulting, LLC with Shawn McGlynn being the Representative upon a motion of Annette Atkinson, seconded by Mark Oney. Motion passed 3-0.

Electrical Inspector – Dave Manter upon a motion of Annette Atkinson, 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 – Joan Hemm-Woisin upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 3-0.

Open Records Officer Alternate – Michele Clewell upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 3-0.

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

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

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

Township Solicitor – The Firm of King Spry with Michael Gaul, Esquire being the representative upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Township Solicitor Alternate – The Firm of Newman, Williams, Mishkin with Gerard Geiger, Esquire being the representative upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 3-0.

Special Legal Counsel – Siana, Bellwar and McAndrew, LLP upon a motion of Mark Oney, seconded by Annette Atkinson. 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 King Spry with Michael Gaul, 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 Matergia and Dunn with John Dunn 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.

Township Engineer – The Firm of Gilmore & Associates with Fred Courtright, P.E., being the representative upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Township Engineer Alternate – The Firm of Boucher & James with David Jones as the representative upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Sewage Enforcement Officer - David Manter Septic with Dave Manter being the representative upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Sewage Enforcement Officer Alternate – Jeryl Reinhardt upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 3-0.

Zoning, Code Enforcement Officer –SFM Consulting, LLC, with Shawn McGlynn being the representative, upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Zoning Code Enforcement Officer Alternate – SFM Consulting, LLC, being the representative, upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

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

Economic Development Committee– Gina Bertucci and Beverly Brown, each for a (2) year term, upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Economic Development Committee Chairman – Gina Bertucci for a (1) year term upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

Emergency Management Coordinator – John Ferro upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

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

Golf Course Advisory Board, Annual Appointment – Ray White, Mike Sweeney, Craig Wetherbee, John Smith and Don Henry upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

Golf Course Advisory Board Chairman – Ray White for a (1) year term upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

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

Parks & Recreation Board – Jamie Frailey for a (5) year term, upon a motion of Mike Dwyer, seconded by Mark Oney. Motion passed 3-0.

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

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

Regional Park Commission Annual Appointment –John Ferro , Michelle Dellavalle and Christopher Rain, upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

Planning Commission (4 year term) – Robert Early upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 3-0.

Planning Commission Alternate (4 year term) – Carrie Wetherbee, upon a motion of Mark Oney, seconded by Mike Dwyer. 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.

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

Zoning Hearing Board (5 Year Term) – Josephine Ferro upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 3-0.

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

Assistant Treasurer's Bond – Mike Dwyer made a motion to set the Assistant Treasurer's Bond at \$1, 000,000.00. Annette Atkinson 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. Mark Oney seconded the motion. Motion passed 3-0.

Depository of the General Fund and Payroll Account – Wayne Bank 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 Mark Oney. 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 – PNC Bank 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, Mark Oney seconded the motion. Motion passed 3-0.

Board of Supervisors Regular Meetings - Mike Dwyer made a motion to schedule Board of Supervisors' meeting for the 2nd and 4th Thursday of every month in 2017, with the exception of the months of November and December, where the Board will meet on 11/16, 12/4 & 12/28, all meetings to be held at 7pm. Motion seconded by Mark Oney. Motion passed 3-0.

Board of Supervisors Work Sessions - Mike Dwyer made a motion to schedule Board of Supervisor workshop meetings for Mon-Sun at 8am, 9am, 10am, 11am, 2pm, 4pm, 6pm and 7pm, as needed, with every Friday at 8am being the primary work session day. 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 53.5 cents per mile for the use of personal vehicle on township business. Mark Oney seconded the motion. Motion passed 3-0.

Salary, 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.

Approval of Minutes

Annette Atkinson made a motion to approve the December 22, 2016 minutes. Mark Oney seconded the motion. Motion passed 3-0.

Report of Executive Session

Attorney Collins reported that an executive session was held prior to the meeting to go over pending legal matters with the township solicitor.

Announcements

The 2017 Preview showcasing plans for the year will be held at the next Supervisors meeting on January 26, 2017 at 7pm.

Treasurers Report

Mike Dwyer stated that year end was in good shape. Other than with the golf course, the township had a surplus. No increase in taxes or sewer rates for 2017.

Payables: Mike Dwyer made a motion to approve the general fund payables in the amount of \$37,069.81. Annette Atkinson seconded the motion. Motion passed 3-0.

Mike Dwyer made a motion to approve the sewer fund payables in the amount of \$74,673.33. Mark Oney seconded the motion. Motion passed 3-0.

Solicitors Report

None

Engineers Report

None

New Business

Authorize Advertising to Accept Bids for the Township Cleanups – Mike Dwyer made a motion to authorize the Township Secretary to advertise in order to accept bids for the May 5-6 and October 13-14 township cleanups. Annette Atkinson seconded the motion. Motion passed 3-0.

Resolution 2017-01-1; A Resolution Appointing One Alternate Member to the Township Planning Commission – Mark Oney made a motion to adopt Resolution 2017-01-1, appointing Carrie Wetherbee to the MST Planning Commission as an alternate for a (4) year term. Annette Atkinson seconded the motion. Motion passed 3-0.

Public Comment

None

Adjournment

Mike Dwyer made a motion to adjourn the meeting at 7:25 pm. Mark Oney seconded the motion passed 3-0.

Respectfully submitted,

Michele L. Clewell
Township Secretary
January 3, 2017

General fund

Num	Name	Memo	Credit
14746	209 Enterprises	inv 101-08894 anti skid	1,437.31
14747	AFLAC	insurance a/c y2051	384.26
14748	American United Life Insurance Company	policy G 0061299-0000-000 life insurance	1,566.82
14749	Bergey's, Inc	invs ph557431r/639r/742r/8766r parts	149.55
14750	Blue Ridge Communications TV-13	news clip of Person of the Year	31.75
14751	Bradco Supply Co	inv 147393 signs for bark park & ice rink	218.74
14752	Claude S. Cyphers, Inc	invs 653146 / 147 parts	190.13
14753	Cleveland Brothers	inv serv6832981 repairs	1,150.65
14754	H.A. Thomson	inv 331130 treasurer bond	1,426.00
14755	Home Planet Media	invs mst 005 / 006 computer consultant	1,400.00
14756	Lorraine Winfield	return of garden deposit	50.00
14757	Matergia and Dunn	stmt 95 zoning hearing board	1,600.50
14758	Miggys Five	a/c 15 kitchen supplies 11/17-12/16	291.25
14759	Mobile Media Technologies LLC	inv 18718 texcaster annual service fee	1,600.00
14760	Monroe County Control Center	1st qtr control center	10,757.98
14761	Northeastern Pennsylvania Alliance	2017 annual membership	275.00
14762	Orkin Pest Control	inv 44555 pest contol	169.74
14763	PAPCO	inv 2054361 propane	948.28
14764	PMRS	45-027-5N pension	11,719.44
14765	Pocono Mountain COG	2017 Membership fee	200.00
14766	Ray Price Stroud Ford	invs 308694/308728 parts	87.98
14767	RICOH USA, Inc	inv 98025463 copier lease	334.99
14768	UTRS, Inc	bill # 10176.033-0007 inv 41569	59.50
14769	Verizon Wireless	inv 9777231476 cell phones	228.61
14770	Waste Management	inv 312816102031 dumpster	491.33
14771	Weitzmann, Weitzmann & Huffman, LLC	inv 22265 planning commission	300.00
			<u>37,069.81</u>

Sewer fund

Num	Name	Memo	Credit
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12018	Blooming Glen Contractors	Final Payment BRD Project	\$ 35,520.62
12019	Middle Smithfield 2012 GOB	2017 MST 2012GOB	\$ 38,819.79
12020	Verizon	570588028984296Y - PS#4 Maple Ln	\$ 36.68
12021	Verizon	570588074284386Y - PS#3 McCole & 209	\$ 35.21
12022	Verizon	570588075284434Y - PS#7 McCole & NP	\$ 37.31
12023	Verizon	570588113413383Y - PS#8 LOTP	\$ 35.21
12024	Verizon	570588113513455Y - PS#2 Fairway Villas	\$ 35.21
12025	Verizon	570588658114420Y - WL Mtn Pass	\$ 33.62
12026	Verizon	570588764629956Y - Main STP	\$ 76.07
12027	AT&T	0195333847001	\$ 43.61
			<u>\$ 74,673.33</u>