

The annual organization meeting of the Middle Smithfield Township Board of Supervisors was held on Monday, January 4, 2016 at 7pm at the Schoonover Municipal Building.

Township Supervisors present: Annette Atkinson, Mike Dwyer and Mark Oney. Also in attendance, Township Solicitor Michael Gaul, Esq., Township Secretary Michele L. Clewell, residents and one member of the press.

Pledge of Allegiance

2016 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 Annette Atkinson, seconded by Mark Oney. 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 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.

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

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

Safety Committee Chairman – Mark Oney upon a motion of Annette Atkinson, seconded by Mike Dwyer. 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 Mike Dwyer. 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 Annette Atkinson. 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 Annette Atkinson. 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 Mike Dwyer. 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 Todd Weitzmann, Esquire being the representative upon a motion of Mark Oney, seconded by Mike Dwyer. Motion passed 3-0.

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

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

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

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

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

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

Zoning Code Enforcement Officer Alternate – Mike Dwyer initially moved for the appointment of SFM Consulting, LLC, with Shawn McGlynn being the representative, as alternate zoning officer but then withdrew the motion with the consent of the other supervisors. No alternate zoning officer was appointed at the meeting.

Appeals Board for Building Codes (3 year term) – Cory Lyon upon a motion of Mike Dwyer, seconded by Annette Atkinson. Motion passed 3-0.

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

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

Economic Development Committee– Bob Hetu, Carl Wilgus and Carrie Wetherbee, each for a (2) year term, upon a motion of Annette Atkinson, seconded by Mike Dwyer. Motion passed 3-0.

Economic Development Committee Chairman – Bob Hetu for a (1) year term upon a motion of Annette Atkinson, seconded by Mark Oney. Motion passed 3-0.

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

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

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

Historical Commission–Carrie Wetherbee and Robert Huffman, each for a (5) year term, upon a motion of Annette Atkinson 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 Mark Oney. Motion passed 3-0.

Parks & Recreation Board – Jennifer Componovo for a (5) year term, upon a motion of Annette Atkinson, seconded by Mark Oney. Motion passed 3-0.

Parks & Recreation Chairman – Abigail Graham for a (1) year term upon a motion of Mike Dwyer, seconded by Annette Atkinson. Motion passed 3-0.

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

Regional Park Commission Annual Appointment – Larry Shoemaker, John Ferro and Michelle Dellavalle upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 3-0.

Planning Commission (4 year term) – Parin Shah and Wayne Bolt 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) – Jeff Senholzi 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 – Mark Oney made a motion to set the Assistant Treasurer's Bond at \$1, 000,000.00. Mike Dwyer seconded the motion. Motion passed 3-0.

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

Depository of the General Fund and Payroll Account – Wayne Bank upon a motion of Mark Oney, seconded by Annette Atkinson. Motion passed 3-0.

Depository of the Sewer Fund – Wayne Bank upon a motion of Mark Oney, seconded by Mike Dwyer. 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, Annette Atkinson 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 2016, with the exception of the months of January, November and December, where the Board will meet on 1/28, 11/10, 12/1 & 12/22, 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 .54 cents per mile for the use of personal vehicle on township business. Annette Atkinson seconded the motion. Motion passed 3-0.

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

Approval of Minutes

Annette Atkinson made a motion to approve the December 28, 2015 minutes. Mike Dwyer seconded the motion. Motion passed 2-0, with Mark Oney abstaining.

Report of Executive Session

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

Announcements

The 2nd Annual Person of the Year event was held on New Year's Eve at the Whispering Pines Banquet Hall and was well attended. Congratulations to Chauly Younger who named the 2015 Person of the Year. Wayne Witkowski of the Pocono Record was one of the judges for the event and said it was a great evening.

The 2016 Preview showcasing plans for the year will be held at the next Supervisors meeting on January 28, 2016 at 7pm.

Treasurers Report

None

Engineers Report

None

New Business

Veteran Memorial at Echo Lake Park – Working towards becoming an Eagle Scout, Joe Schuon has completed the Veterans Memorial at the Echo Lake Park. Mr. Schuon asked if the township would like to donate the excess gravel that was provided for the project and Mr. Dwyer stated yes, the township would be happy to donate to the Eagle Scouts. There was discussion as to when the dedication of the Veterans Memorial would take place and all agreed that the event will be scheduled this spring. Ms. Atkinson asked Mr. Schuon if he could have the Monroe County Color Guard at the dedication. Mr. Schuon's father stated that the local Post said they could bring their color guard. Mike Dwyer stated Joe is an example how Eagle Scouts are good for the community. Joe thanked the Supervisors for the opportunity as it has taught him a lot.

Whispering Pines Banquet Hall Rental Fee Waiver Request from VetStock – A letter was received from Dave Manter of VetStock requesting the rental fee of \$200 for be waived for an event to be held in February 2016 as they are a non-profit entity.

Annette Atkinson stated that as an allowable nonprofit organization under the Pennsylvania 2nd Class Township Code, the Supervisors are permitted to waive the \$200 fee. Annette Atkinson made a motion to grant the waiver request from Dave Manter on behalf of VetStock in the amount of \$200 for the use of the Whispering Pines Banquet Hall for the February's event. Mike Dwyer seconded the motion. Motion passed 3-0.

Whispering Pines Banquet Hall Rental Fee Waiver Requested from the Master Gardner's Club – A request to waive the rental fees for the Penn State Co-Op Extension Master Gardner's Club was received. Annette Atkinson stated that they are assisting the township with the 2016 projects for the community gardens park and have held many classes at the park in 2015.

Annette Atkinson stated that as an allowable nonprofit organization under the Pennsylvania 2nd Class Township Code, the Supervisors are permitted to waive the \$200 fee. Annette Atkinson made a motion to grant the waiver request in the amount of \$200 from the Penn State Co-Op Extension Master Gardner's Club for use of the Whispering Pines Banquet Hall on April 9' 2016 or April 16, 2016. Mark Oney seconded the motion. Motion passed 3-0.

Public Comment

None

Adjournment

Annette Atkinson made a motion to adjourn the meeting at 7:30 pm. Mark Oney seconded the motion passed 3-0.

Respectfully submitted,

Michele L. Clewell
Township Secretary
January 4, 2016