**MIDDLESEX TOWNSHIP**
**SUPERVISORS MEETING**
**February 7, 2018**

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| **OFFICIALS PRESENT:** | SUPERVISORS: | Chairman Donald S. Geistwhite, Jr.<br>Vice-Chairman Steven Larson<br>William H. Goodhart |
| | SOLICITOR: | Keith O. Brenneman |
| | DIRECTOR OF PUBLIC SAFETY: | Barry L. Sherman |
| | ZONING OFFICER: | Mark D. Carpenter |
| | MANAGER: | Eileen M. Gault |
| | FIRE CHIEF: | Ed Beam |
| **OFFICIALS ABSENT:** | ENGINEER: | Bud Grove |

**CALL TO ORDER AND PLEDGE TO THE FLAG:** Chairman Geistwhite called the meeting to order with Township Solicitor Mr. Brenneman leading the pledge to the flag at 7:00 p.m. in the Middlesex Township Building.

**PUBLIC COMMENT:** Mr. Stanley Tarka, 210 N. Old Stonehouse Road, stated that the last set of minutes he is able to see on the website are from September 29, 2017. The Township Manager will look into the issue and report back to Mr. Tarka.

**APPROVAL OF MINUTES:** On the motion of Chairman Geistwhite, seconded by Supervisor Goodhart, it was unanimously agreed to approve the minutes of December 29, 2017.

On the motion of Chairman Geistwhite, seconded by seconded by Supervisor Goodhart, it was unanimously agreed to approve the minutes of January 3, 2018.

On the motion of Vice-Chairman Larson, seconded by Supervisor Goodhart, it was unanimously agreed to approve the minutes of January 26, 2018.

**AUTHORIZE PAYMENT OF BILLS:** On the motion of Chairman Geistwhite, seconded by Vice-Chairman Larson, it was unanimously agreed to authorize the payments of the January 2018 bills.

**REPORTS:**

**Solicitor** – Mr. Brenneman reported that the Advance Disposal Services contract is all in order. ADS has provided their Performance Bond as well as the required $2,000 violation security deposit. On the motion of Chairman Geistwhite, seconded by Vice-Chairman Larson, it was unanimously agreed to execute the contract with Advance Disposal Services effective April 2, 2018.

**Engineer** – Absent. No report.

**Director of Public Safety** – Mr. Sherman submitted the monthly Police Report. There was a brief discussion of the report. Report entered into record.

**Zoning** – Mr. Carpenter submitted the monthly Zoning Report. There was a brief discussion of the report. Report entered into record.

**Recreation/Recycling Coordinator** – Recreation Report was submitted and entered into record.

**Fire/EMC** – Mr. Beam submitted the monthly Fire/EMC report. There was a brief discussion of the report. Report entered into record.

**Municipal Authority** – Chairman Geistwhite reported that there were two recent vacancies on the Authority Board. Mr. Ernest Giovanniti was recently appointed to fill one of the vacancies. A proposed candidate for the other vacancy will be interviewed within a couple of weeks.

**Manager** – Mrs. Gault reported that two separate proposals were received from Skelly and Loy, Inc. regarding GIS Support and MS4 Permit Activities. Review and comments were provided regarding the MS4 proposal. The Standard Terms and Conditions were reviewed by the Township Solicitor Mr. Brenneman who provided comments and revisions. Once Skelly and Loy, Inc. complete their review the entire proposal will be submitted to the Board of Supervisors.

**OLD BUSINESS:**

**None**

**NEW BUSINESS:**

**2017 Audit Report:** Mrs. Cindy Gleim – Pool reported that the audit went well this year and was completed in record time. She noted that the sale of surplus equipment and new construction generated additional revenue. The total of all township revenues exceeded expenses. The tax collectors records were in good order and balanced to the township records. Mrs. Gleim – Pool thanked Administrative Assistant Robin Rohrer and Township Manager Eileen Gault for the outstanding record keeping and their willingness to meet on the weekends to conduct the audit. The Township Manager then requested payment for the auditor's services. On the motion of Chairman Geistwhite, seconded by Vice – Chairman Larson, it was unanimously agreed to accept the audit report as submitted. On the motion of Chairman Geistwhite, seconded by Vice – Chairman Larson, it was unanimously agreed to compensate the auditors at the rate allowable by the Second Class Township Code.

**Final Land Development Plan – Hardee's Restaurant request for reduction of Improvement Security:** Mr. Carpenter reported that the Engineer Mr. Grove will submit a report and his recommendation on this for the Workshop Meeting on February 24, 2017 at which time action can be taken on the issue.

**Proposed adoption of Resolution 2018 – 6 establishing fees for providing audio or video recording in accordance with Act 22 of 2017:** Township Solicitor Mr. Brenneman reported that changes in law by Act 22 address concerns of use and recordings by police generally with body cameras and establishes the process by which people can request audio/video recordings. On the motion of Chairman Geistwhite, seconded by Supervisor Goodhart, it was unanimously agreed to adopt Resolution 2018 – 6 establishing fees for providing audio or video recording in accordance with Act 22 of 2017. On the motion of

Chairman Geistwhite, seconded by Supervisor Goodhart, it was unanimously agreed to appoint the Director of Public Safety Mr. Sherman as the Open Records Officer for request of audio / video recordings under Act 22.

**Fire Protection Contracts:** Since the township has a fire appropriations fee now, it will need to be determined what and how the fire companies will be paid. Currently it is determined by a percentage. Since it is uncertain how much will be received the distribution will need to be determined by a percentage, flat fee or analysis of both. Chairman Geistwhite asked Fire Chief Beam to review the different options and report back at the next meeting.

Fire Chief Beam drafted a letter to be sent to Holy Spirit Geisinger EMS Paramedic Executive Director. This letter is regarding an incident in which a medic that had recently responded to a call conducted herself in an unprofessional manner where staff and employees of the establishment of the incident were present. This medic represented emergency services and the township poorly. On the motion of Chairman Geistwhite, seconded by Vice – Chairman Larson, it was unanimously agreed to send the drafted letter with corrections to Mr. Paul N. Christophel, Paramedic Executive Director, Holy Spirit Geisinger EMS.

**EXECUTIVE SESSION:** On the motion of Chairman Geistwhite, seconded by Vice-Chairman Larson, it was unanimously agreed to adjourn the meeting at 7:30 p.m. to Executive Session, with no action to be taken as a result of the Executive Session.